

AFSOC COMMAND AND CONTROL RESPONSIBILITIES AND PROCEDURES

This instruction prescribes the procedures, facilities, and manpower requirements the AFSOC Commander needs to provide command and control for Air Force Special Operations Forces (SOF). It implements AFD 10-2, *Readiness*, and AFI 10-207, *Command Posts*. It applies to USAF SOF units which operate Command and Control (C2) facilities including U.S. Air Force Reserve (AFRES) and Air National Guard (ANG) units and members. This publication applies to the Air National Guard (ANG) when published in the ANG IND 2.

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SUMMARY OF REVISIONS

This revision deletes the chapter on Military Airlift Command (MAC) Support of AFSOC; deletes the use of AF Forms 1990, 1997, and 1999; establishes a minimum of four functional areas of responsibilities within each Command Post (para 4.3.) and updates all references.

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CHAPTER 1

AFSOC COMMAND AND CONTROL POLICY AND RESPONSIBILITIES

1.1. General. This instruction describes the AFSOC C2 system. It defines C2 relationships with regard to AFSOC and theater assigned SOF forces, both CONUS and overseas, and AFSOC gained Air Reserve Component (ARC) Forces.

1.2. Policy. The AFSOC C2 system is based on decentralized control and execution with centralized mission monitoring.

1.2.1. AFSOC forces are apportioned and assigned by Joint Chiefs of Staff (JCS) to U.S. Special Operations Command (USSOCOM) and to the theater Commander-in-Chief (CINC). AFSOC is assigned Operational Control (OPCON) of CONUS-based forces while theater Special Operations Commands (SOCs) have OPCON for assets outside of CONUS (OCONUS). ANG and Reserve forces come under AFSOC OPCON when mobilized or IAW applicable Operational Order/Plan (OPORD/OPLAN).

1.2.2. To facilitate decentralized planning and execution, OPCON is delegated to the respective wing/group commanders for day-to-day operations. The installation Command Post (CP) monitors all local and off-station missions. OPCON of AFSOC forces changes at a designated point as defined by the implementing OPORD, OPLAN, etc.. When the assigned forces reach a designated Change of Operation Control Point (CHOP), responsibility for mission control passes from the installation CP to the gaining command.

1.2.3. The AFSOC Command Center monitors the status of all command assets operating away from home station. Specifically, the Command Center tracks aircraft movements to, from, and between off-station locations. To accomplish this task, the Command Center combines information available through Air Mobility Command's (AMC) Global Decision Support System (GDSS) with direct reporting from aircrews and installation CPs. When aircraft are deployed in support of an operation or exercise, the Command Center obtains additional information from Situation Reports (SITREPs) and Deployed Status Reports (DEPREPs). These field reports provide the AFSOC commander a daily summary of exercise and real-world activities.

1.3. Responsibilities:

1.3.1. The Director of C2 (HQ AFSOC/DOOC) will:

1.3.1.1. Publish and maintain AFSOC publications IAW AFPD 10-2.

1.3.1.2. Establish and conduct (within budget constraints) a quality assessment and staff assistance program with the following objectives:

1.3.1.2.1. Assist CP OICs and superintendents to identify and correct deficiencies and problems.

1.3.1.2.2. Standardize the techniques and procedures used by AFSOC CPs.

1.3.1.2.3. Observe controller performance, technique, and adherence to established operating procedures.

1.3.1.3. Provide IG inspection criteria to HQ AFSOC/IG.

1.3.1.4. Develop and provide CPs with self assessment guides and checklists.

1.3.1.5. Monitor controller manning for shortages and identify possible manning augmentation resources.

1.3.2. AFSOC installation commanders will organize, staff, train, equip, and operate CPs IAW this regulation. The commander must provide C2 support to all units serviced by the CP. Commanders are required by this instruction to:

1.3.2.1. Ensure only personnel possessing the highest degree of reliability are certified to perform duty in the CP.

1.3.2.2. Ensure manning is adequate to provide required C2 services to all installation units. Request augmentation from HQ AFSOC during periods of austere manning.

- 1.3.2.3. Ensure controllers are qualified for C2 duty IAW AFI 10-207 and this instruction.
- 1.3.2.4. Ensure C2 personnel who regularly perform shift work remain in the immediate vicinity of the CP and receive Basic Allowance for Subsistence (BAS) unless hot meals from the dining hall can be delivered.
- 1.3.2.5. Provide the CP a refrigerator, microwave oven, and a place to prepare and consume meals.
- 1.3.2.6. With the exception of bay orderly, ensure C2 personnel and Command Representatives (COMREPs) are not assigned additional duties (i.e., unit First Sergeant, shelter monitor, etc.) beyond the scope of C2 functions. This does not preclude them from becoming project officers for a limited duration or attending or becoming full-time members of base level working groups (i.e., Exercise Evaluation Teams, Base Security Councils, etc.).
- 1.3.2.7. To preclude conflict with shift scheduling, other agencies should consult C2 supervisory personnel no later than the fifteenth day of the proceeding month before scheduling shift personnel for Weighted Airman Promotion System (WAPS) testing or other mandatory appointments.
- 1.3.2.8. Ensure support agreements are well defined regarding the responsibility and authority of C2 managers and controllers.
- 1.3.3. CP managers (OIC, superintendent) have the overall administrative responsibility for the CP and will ensure all assigned personnel are properly trained. CP managers must implement procedures to:
 - 1.3.3.1. Provide unit commanders with current detailed information concerning the status of his/her forces.
 - 1.3.3.2. Ensure Emergency Actions Message (EAM) traffic is processed immediately IAW AFSOCR 55-3, Volume II (S) (AFSOCI 10-202, Volume II (S) pending) and applicable theater procedures.
 - 1.3.3.3. Comply with all operational, Status of Resources and Training System (SORTS), and other reporting requirements established by higher headquarters.
 - 1.3.3.4. Maintain readiness to immediately respond to national emergencies, crises, civil disturbances, and disasters. Response to such conditions must be immediate, effective, and conducted according to proper directives.
 - 1.3.3.5. Ensure procedures are established to immediately contact the Commander and key staff personnel (or designated alternates in their absence).
- 1.3.4. CP managers will also:
 - 1.3.4.1. Maintain the CP and provide an optimum operating environment.
 - 1.3.4.2. Establish supply and custodial accounts pertaining to C2 equipment.
 - 1.3.4.3. Schedule controllers for console duty. Eight hours is considered to be a normal duty period for CP personnel. This policy may be modified based on mission needs and CP manning. Controllers must remain within the immediate vicinity of the CP during their tour of duty.
 - 1.3.4.4. Ensure a C2 representative attends all mandatory briefings, such as Commander's Call, and briefs assigned controllers on all pertinent items. This does not preclude controllers from attending command post meetings, recurring training, or briefings required by additional duties.
 - 1.3.4.5. Ensure an officer is designated as "responsible officer" for the function and operation of the CP during any extended absence (leave, TDY, etc.) of the OIC. At CPs where the OIC is the only officer assigned, the C2 superintendent will perform these functions.

1.4. Changes. Submit recommendations for changes in writing through appropriate command channels to HQ AFSOC/DOOCO. When conflicts exist, notify HQ AFSOC/DOOCO and comply with this instruction until the conflict is resolved. AFRES units submit recommendations through HQ AFRES/DOOCX and comply with AFRES instructions until the conflict is resolved.

1.5. Supplements. This instruction will not be supplemented.

1.6. Waivers. HQ AFSOC/DOOC retains authority to waive the requirements of this instruction. Process waivers through command and control channels to HQ AFSOC/DOOCO. Make comments and recommendations at each intermediate level. Waiver requests must contain complete justification and the anticipated duration. ARC units submit waiver requests through their parent command.

1.7. Distribution and Control. Each AFSOC CP will maintain, as a minimum, the number of copies of this instruction indicated below:

1.7.1. AFSOC Command Center - 2.

1.7.2. Command Post (CP) - 2.

1.7.3. Air Force Special Operations Control Center (AFSOCC) when formed - 1.

1.7.4. Deployed Wing Operations Centers (WOC) when formed - 1.

1.7.5. AFSOC COMREPS - 1.

CHAPTER 2

Manning Policies and Controller Qualifications

2.1. General. This chapter outlines manning policies and controller qualifications for AFSOC C2 facilities.

2.2. Authorized Manning. C2 manpower authorizations are IAW Air Force/AFSOC approved Unit Manpower Document (UMD) standards. HQ AFSOC/DOOC is the functional manager for AFSOC C2 manning.

2.3. Required Manning. AFSOC CPs are manned continuously with a minimum of two certified controllers, unless otherwise approved by HQ AFSOC/DOOC. At least one of the controllers must be an officer or a 7-level NCO. Assign controllers to AFSOC CPs IAW current AFSC and grade authorizations listed in the UMD (does not apply to AFRES Part A manning).

2.4. Manning Reports. To assist HQ AFSOC in the management of C2 personnel, AFSOC CP managers will submit monthly manning reports, RCS AFSOC-DOOC (M), to HQ AFSOC/DOOC (AFRES/ANG forces only after mobilization). At units where a COMREP is assigned, the COMREP will ensure an information copy of the host installation CP's (if required by parent MAJCOM) manning report is sent to HQ AFSOC/DOOC. Reports may be submitted via computer-generated forms. Refer to Figure 2.1. for an example of a completed report. Reports must arrive at HQ AFSOC/DOOC NLT the tenth day of the month being reported. Use the guidance below when preparing the report.

2.4.1. Section I.

2.4.1.1. Unit. This element will contain both a correspondence address and a complete DSN telephone number for both the OIC and Superintendent of the C2 facility (Example: 16 SOW/CP Hurlburt Fld FL 32544-5002, DSN XXX-XXXX).

2.4.1.2. Date. This element will contain the as-of-date (AOD) of the report. The AOD is the first calendar day of the month of applicability; e.g., the January report is dated 1 January.

2.4.1.3. Authorized columns:

2.4.1.3.1. Position Number (Pos #) / AFSC / GRADE /: Enter only the position number, AFSC, and grade as stated in the UMD.

2.4.1.3.2. If a unit has overages in assigned personnel, list overages in the assigned block and leave the authorized blocks blank. This is usually done by "doubling up" personnel under one authorization.

2.4.1.4. Assigned columns:

2.4.1.4.1. PAFSC. Report primary AFSC (PAFSC) for each individual assigned.

2.4.1.4.2. Grade. Report current grade of each individual. Place a (P) in front of the grade of each individual selected for promotion.

2.4.1.4.3. Name. List each individual's last name, first name, and middle initial. Identify key position/title (if any) below the name (OIC, Training NCO, Superintendent, etc.).

2.4.1.4.4. DAS. Report Date Arrived Station (DAS) by month and year (MM/YY).

2.4.1.4.5. LOSS. Report the estimated departure date (yymmdd) for any individuals with PCS assignments or approved separation/retirement dates.

2.4.2. Section II. Projected Gains/Losses.

2.4.2.1. AFSC / Grade / Name /: Enter applicable information for each individual. Identify which individuals hold key positions by typing the position below the name (Training NCO/Officer, COMREP, etc.).

2.4.2.2. Gain. Enter the individual's report no-later-than-date (RNLTLD) (yymmdd) in this column. Adjust the RNLTLD on subsequent reports as new information is received.

2.4.2.3. Loss. Enter the individual's estimated departure date (yymmdd) in this column.

2.4.2.4. Remarks. Identify the gaining organization for departing personnel and the losing organization for inbound personnel. Add any other information deemed appropriate.

2.4.3. Section III. Current Authorized/Assigned. List the number of personnel authorized by the UMD and the number currently assigned. Use format in figure 2.1.

2.4.4. Section IV. Three Month Projected Authorized/Assigned. Report the projected number of personnel authorized by the UMD and the number of personnel projected to be assigned based on current projected gains/losses. Use format in figure 2.1.

2.4.5. Distribution. One copy to HQ AFSOC/DOOC.

2.5. Controller/Coordinator Qualifications.

2.5.1. Officers will possess the prerequisite qualifications listed in AFMAN 36-2105 and the UMD. Enlisted will possess the prerequisite qualifications listed in AFMAN 36-2108 and the UMD.

2.5.2. CP Chiefs and superintendents must be certified, maintain certification, and be thoroughly familiar with CP functions. Superintendents should be familiar with SORTS reporting. The Maintenance Management Center (MMC) NCOIC will be thoroughly familiar with all pertinent maintenance duties.

2.5.3. CP personnel must possess a Top Secret security clearance. The unit mission determines maintenance personnel security clearances.

2.5.4. The C2 superintendent is the senior ranking 1C3XX IAW the Air Force Manpower Standard and is responsible for supervising all enlisted personnel, including maintenance management center (MMC) personnel assigned to the CP. The superintendent assists the OIC with the function and operation of the CP. If the superintendent is relieved of duty, detail all circumstances and decisions made at unit level and forward documentation to HQ AFSOC/DOOC through the unit Commander (not applicable to AFRES/ANG unless mobilized).

2.5.5. The MMC NCOIC is directly responsible to the CP Chief and is normally the most qualified senior enlisted maintenance person possessing a 7-skill level.

2.6. AFSOC Command Representative (COMREP). A COMREP will be assigned to AFSOC units supported by an installation CP operated by another MAJCOM (host CP). The AFSOC COMREP is responsible to the AFSOC group/squadron commander and will ensure AFSOC C2 requirements are satisfied by the host CP. COMREPs will:

2.6.1. Be an NCO with a PAFSC of 1C371.

2.6.2. Be responsible for AFSOC unique expertise and keeping the host installation's Battle Staff (BS) briefed on AFSOC C2 operations, procedures, and requirements.

2.6.3. Provides guidance to the AFSOC group/squadron Crisis Action Team (CAT) members on the construction and maintenance of their individual CAT functional area binders.

2.6.4. Ensure the host CP supports all AFSOC peacetime/wartime mission requirements.

2.6.5. Develop an operations continuity folder. This folder should contain sufficient details/checklists so a new person may take over the position with minimal training.

2.6.6. Attend the host CP's monthly formal training meetings.

2.6.7. Ensure AFSOC unique requirements are incorporated into the host CP's training outline.

2.6.8. Provide AFSOC unique training inputs and assist in presentations at the host CP's monthly training meetings.

- 2.6.9. Brief newly assigned host CP controllers on AFSOC-unique missions and requirements.
- 2.6.10. Periodically evaluate host CP controllers to ensure they are knowledgeable and proficient in AFSOC procedures.
- 2.6.11. Conduct and document annual reviews of all host CP checklists and OIs to verify content, scope, and ability to support AFSOC forces.
- 2.6.12. Provide the host CP with mission data necessary to support AFSOC requirements.
- 2.6.13. Coordinate with the host CP when preparing detailed Responsibility Statements (RS) and provide specific details on how the host and tenant will fulfill the requirements for the CP functional area of the support agreements.
- 2.6.14. Ensure all host CP controllers are recommended for certification in AFSOC C2 procedures by the tenant AFSOC commander prior to certification by host authorities.
- 2.6.15. Complete any host CP monthly self study Emergency Action (EA) requirements and maintain currency in theater EA procedures.
- 2.6.16. Brief AFSOC key personnel semi-annually on theater command EA procedures.
- 2.6.17. Develop and maintain a SORTS continuity folder.

2.7. AFSOC COMREP Support. AFSOC COMREPs require the following support from host CPs:

- 2.7.1. Unescorted access to the CP.
- 2.7.2. Office space within the CP.
- 2.7.3. Access to secure and non-secure DSN telephones.
- 2.7.4. Access to administrative support and equipment.
- 2.7.5. Adequate classified storage space.
- 2.7.6. COMREPs are the SORTS liaison between the AFSOC unit and the host installation. Although its not the COMREP's responsibility to report SORTS, the COMREP must have a thorough knowledge of SORTS reporting procedures and be able to assist AFSOC units to resolve SORTS problems. If the COMREP has not attended the AETC formal SORTS data handlers course, the COMREP must attend the first available class that is offered in theater.

COMMAND AND CONTROL MANNING REPORT
RCS AFSOC-DOOC(M) 9201
SECTION I

UNIT**/ DATE**

HQ AFSOC/DOOC, HURLBURT FLD FL 32544-5872 DSN 579-2111 /1 JAN 94 /

<u>AUTHORIZED</u>			<u>ASSIGNED</u>				
<u>POS NO.</u>	<u>/ AFSC /</u>	<u>GRADE /</u>	<u>PAFSC /</u>	<u>GRADE /</u>	<u>NAME</u>	<u>/ DAS /</u>	<u>LOSS /</u>
0003050	13B4	MAJ	13B4	LTC	SMITH, ROBERT	SEP 94	N/A
				(OIC)			
0004044	13B3E	CAPT	13B3E	1LT	MOORE, MIKE C.	AUG 93	N/A
0001130	13B3E	CAPT	13B3E	CAPT	WILSON, CHARLES A.		N/A
0001131	13B3E	CAPT	13B3E	CAPT	WHITE, BOBBY L.	MAY 94	N/A
				(TRAINING OFFICER)			
0000054	13B3E	CAPT	13B3E	MAJ	JONES, LOUIS M.	APR 93	N/A
0000055	13B3E	CAPT	13B3E	CAPT	STONE, DANIEL P.		
0002091	1C391	SMSGT	1C371	MSGT	ANDREWS, PETER C.	SEP 94	N/A
				(SUPERINTENDENT)			
0001134	1C371	TSGT	1C351	SSGT	BASS, FRED (NMI)	JUN 94	N/A
				(TRAINING NCO)			
0002092	1C351	SSGT	1C351	SSGT	BROWN, MICHAEL T.	MAY 94	N/A
0001135	1C351	SSGT	1C351	SSGT	HUNT, DONALD L.	SEP 94	N/A
0001137	1C351	SGT	1C351	SGT	THOMAS, TIMOTHY G.	SEP 93	941231
0004045	1C351	SGT	1C351	SGT	VACANT		
0001136	3A351	SSGT	3A351	SSGT	CHERRY, PAUL D.	JUL 93	N/A
				(NCOIC Admin)			

Figure 2.1. Sample AFSOC Command and Control Manning Report.

SECTION II**PROJECTED GAINS/LOSSES**

<u>AFSC</u>	<u>GRADE</u>	<u>NAME</u> (Last,First,M.I.)	<u>GAIN</u>	<u>LOSS</u>	<u>REMARKS</u>
1C351	SGT	THOMAS, TIMOTHY G.		941231	Separation (First Term Airman)
1C351	SSGT	WILLIAMS, DEBRA S.		951031	PACAF CMB OPS STAFF HICKAM AFB HI 96853
1C531	SGT	MARTIN, SUSAN D. MILDENHALL		951001	100ARW (USAFE) RAF UK

SECTION III**CURRENT AUTHORIZED/ASSIGNED**

<u>OFF</u>	<u>1C3X0</u>	<u>3A3X0</u>	<u>CIV</u>	<u>TOTAL</u>
6/6	6/5	1/1	0/0	13/12

SECTION IV**THREE MONTH PROJECTED AUTHORIZED/ASSIGNED**

<u>OFF</u>	<u>1C3X0</u>	<u>3A3X0</u>	<u>CIV</u>	<u>TOTAL</u>
6/6	6/4	1/1	0/0	13/11

Figure 2.1. Sample AFSOC Command and Control Manning Report (Continued).

CHAPTER 3

COMMAND POST (CP) FACILITIES AND EQUIPMENT

3.1. General. The intent of this chapter is to standardize, to the degree practical, CP facilities and equipment.

3.1.1. If present facilities are functional and meet unit mission and security requirements, they are considered adequate. Good judgment, mission requirements, and budget limitations must dictate CP modification programs.

3.1.2. Commanders must consider operability when selecting/designing a CP facility. The functional aspect addresses the requirement for continued operations following nuclear, biological, chemical, conventional, or terrorist attack. Operability considerations may not, in themselves, provide sufficient justification to program new or relocate present facilities.

3.2. Requirements. The following equipment is considered essential to effective CP operations and should be acquired as soon as possible:

3.2.1. Emergency power supply (either generator or battery back up) capable of operating all CP equipment until normal power can be restored (at least six hours). A generator with self-start capability and an uninterruptable power supply (UPS) to eliminate power surges to electronic communications and automated data processing (ADP) equipment is preferred. Physical security of the emergency power system will be IAW AFI 31-101, Volume 1.

3.2.2. The CP must have a minimum of two clocks visible to controllers: one showing local time and the other ZULU. Both should be either battery operated, plugged into an UPS, or manually wound.

3.2.3. The CP must have a minimum of one shredding machine approved for classified destruction. The machine must be approved IAW current directives for all classified normally destroyed by CP personnel, including COMSEC material.

3.3. Physical Layout. Space requirements for CPs vary depending on the supported mission and the physical characteristics of the CP facility. Generally, CPs include these areas:

3.3.1. An Operations/Console Area. This is the nucleus of the CP and should contain the communications equipment, automated data processing equipment (ADPE), status boards, personnel, security, and space necessary for conducting emergency actions, operational reporting, mission monitoring, and daily operations required to maintain control of installation assets and support the operational mission. Design considerations should include, physical separation from the remainder of the complex, maximum internal visibility, maximum soundproofing, space for additional controllers during high density operations, adequate heating and air conditioning, and TEMPEST and Two Person Integrity (TPI) considerations.

3.3.2. Battle Staff/CAT area. This area is designed to give the commander a location to convene essential staff members and may be configured to the needs of the installation. The area must contain adequate communications equipment to support crisis action functions in a timely and secure manner.

3.3.3. Operational Reports Area. Reports personnel should be provided work space in or adjacent to the console area. Consider the number of assigned personnel and equipment required.

3.3.4. Maintenance Operations Area. The maintenance operations area must be adequate to support a minimum of two controllers, maintenance status display boards, required communications equipment, and anything else deemed necessary by CP managers.

3.3.5. Administrative Area. A specific area should be identified for the CP OIC, superintendent, and administrative support personnel with adequate office space. Consideration should be given to both privacy and immediate access to the console area.

3.3.6. Storage and Latrine Facilities. Material and equipment should be stored in a secure area. Latrine facilities should be located within the CP complex.

3.4. Additional Requirements.

3.4.1. Television. Television set with cable access or satellite capability to support the command staff during contingency/wartime operations. Comply with TEMPEST requirements.

3.4.2. Telephone Recording System. CP console telephones should be equipped with recording devices for later reviewing of time critical and other pertinent telephone communications during crisis/contingency operations.

3.4.3. ADPE. CPs are encouraged to use ADPE to facilitate the collection, dissemination, and documentation of mission control information and reports. However, the CP must maintain the capability to perform essential C2 functions and forward all required reports during ADPE outages. Dispose of information contained on computer generated media IAW AFR 4-20, Volume II.

3.4.3.1. WWMCCS (GCCS when fielded) is required for all AFSOC CPs. A minimum of one remote terminal and one remote line printer to support crisis/contingency operations and process SORTS.

3.4.3.2. AFSOC CPs will maintain GDSS and C2IPS terminals for positive command and control of unit resources.

CHAPTER 4

CP ORGANIZATION, FUNCTIONS, AND PROCEDURES

4.1. General. AFSOC CPs serve as the commander's central agency for C2 matters and are the focal point of the unit's daily operation. AFSOC CPs must be responsive to the unit plans and policies as well as higher headquarters requirements. CP personnel direct command actions for and in the name of the commander. The need for good judgment, sound planning, and initiative cannot be overstated. Any services provided to tenant/other units should be formalized in a host-tenant support agreement (HTSA) and responsibility statements (RS). AFSOC units served by non -AFSOC (host) CPs will ensure that AFSOC unique requirements are identified and included in HTSA/RSs. Forward all formal agreements involving C2 of AFSOC assets to HQ AFSOC/DOOC.

4.1.1. This chapter outlines CP organization, functions, and procedures for units to use while operating an AFSOC CP and in executing the mission.

4.1.2. AFSOC Emergency Actions (EA) are in AFSOCR 55-3, Volume II (S) (AFSOCI 10-202, Volume II (S) pending) and apply to AFSOC CONUS units and AFRES and ANG units when mobilized. All other AFSOC units will comply with host installation/theater EA directives.

4.1.3. Responsibilities, procedures, and guidance for operational, SORTS, and Strategic Arms Reduction Treaty (START) Tracking and Reporting System (STARS) reporting are in JP 1 -03.3; JP 1-03.6; AFP 102-2, Volume I; AFI 10-201; AFI 10-207; AFI 10-206; USSOCOM M 525 -1; USSOCOM M 525-3 (S); AFSOCR 55-3, Volume II (S) (AFSOCI 10-202, Volume II (S) pending); AFMAN 16-602; and AFSOC supplements.

4.1.4. To ensure interoperability between military services, CP personnel will comply with the United States Message Text Format (USMTF) standards in AFP 102-2, volume I, for all record copy message traffic, unless exempted.

4.2. Installation Command Posts. Installation CPs support all base and tenant organizations and assist commanders in accomplishing their mission. Installation commanders must ensure well defined Responsibility Statements (RS) are developed regarding responsibility and authority of the installation CP. Only the installation CP is authorized to communicate higher headquarters or local commander directions to operational organizations that support the entire installation (e.g., security police, base operations, etc.). Tasks are accomplished IAW established installation and tenant unit command procedures, directives, and agreements. Accordingly, it must be understood that not all tasks can be accomplished concurrently. When several actions are required simultaneously, the most time sensitive actions are accomplished first.

4.2.1. Normally, operational mission activities take precedence over exercise actions. CP controllers must thoroughly understand all supported agencies missions, the need to prioritize actions, and consequences of their actions.

4.2.2. CPs will provide transient AFSOC aircraft full base support services, including reporting mission movement information, telecommunications, logistical, and other support as required.

4.3. CP Organization. As a minimum, CPs will consist of the following four functional areas: Operations Management, Maintenance Management, Reports Management, and Battle Management. Minimum responsibilities are listed below.

4.3.1. Operations Management Center (OMC). The OMC is the 24 hour agency responsible for mission execution, Emergency Actions (EA) implementation and dissemination, OPREP-3 reporting, crisis coordination, disaster response, flight following, and airlift control (if not provided by a stand-alone Air Mobility Command airlift control center). Console operations come under the purview of the OMC.

4.3.2. Maintenance Management Center (MMC). The MMC is responsible for monitoring and coordinating the status, production efforts, maintenance schedules, and location of all assigned and transient weapon systems and allocates specialists for shared-support requirements. MMC coordinators will also maintain and display aircraft status information. MMCs comply with AFSOCI 21-106 and this instruction.

4.3.3. Reports Management Center (RMC). The RMC is responsible for operational reporting (less OPREP-3s), logistical reporting, SORTS reporting and program management, and Strategic Arms Reduction Treaty (START) Tracking and Reporting System (STARS) reporting and program management. Responsibility for preparing certain individual reports within each

function may be reassigned to other centers or organizations. RMCs comply with AFMAN 16-602, STARS Users Manual and this instruction.

4.3.4. Battle Management Center (BMC). The BMC hosts the installation battle staff/crisis action team (BS/CAT). In day-to-day operations the BMC is a dormant function and is normally activated only in response to an external emergency, crisis, or contingency. BMC composition is a unit prerogative. The BMC is responsible for crisis management, including resource allocation, and survival recovery operations (wartime function only).

4.4. Mission Execution. AFSOC CPs are responsible for coordinating, controlling, and reporting on all AFSOC aircraft missions from prior to aircrew show until mission termination.

4.4.1. Departure Activities. CPs coordinate all operational aspects of home station missions with supporting base agencies prior to departure.

4.4.2. Enroute Control. CPs monitor all operational missions until the aircraft terminates at home station or reaches a Change Of Operational Control Point (CHOP) location/time. The CP must maintain the capability to advise the commander of the status of all operating missions and be able to recall missions to meet Designed Operational Capability (DOC) response time taskings. Local missions are those missions not fulfilling operational requirements and operate within the local flying area. Local missions do not need to be reported to the HQ AFSOC Command Center, but must be monitored by the CP.

4.4.3. Mission Reporting. AFSOC unit current operations functions are responsible for reporting planned mission itineraries for all aircraft missions scheduled to operate outside the local flying area NLT 72 hours prior to mission departure. The CP is responsible for reporting mission itineraries for short notice missions scheduled less than 12 hours prior to departure and cannot be reported by the current operations function.

4.4.3.1. Mission itineraries are reported via Automated Digital Network Message (AUTODIN) system, Global Decision Support System (GDSS), or the Command and Control Information Processing System (C2IPS) if available.

4.4.3.2. Aircraft commanders (or mission commanders when designated) will voice report mission arrival, delay, and departure information to the installation CP. Missions operating outside CONUS (OCONUS) will be reported to the installation CP for upchannel reporting to the AFSOC Command Center. Mission movement information passed directly to a CONUS/OCONUS non-AFSOC CP will be reported to the AFSOC Command Center within 30 minutes. AFSOC CPs will actively pursue actual arrival/departure information if information is not received within 30 minutes of scheduled arrival/departure times.

4.4.3.3. Whenever an AFSOC aircraft is "CHOPed" to another controlling agency, the installation CP losing OPCON must report the time/location to the AFSOC Command Center by voice or message within 30 minutes. Report classified missions IAW AFI 31-401.

4.4.4. Mission Controlling Authority (MCA). For those AFSOC missions that must operate outside normal C2 due to security considerations, the wing/group commander must establish procedures to maintain positive C2 of assets until CHOPed to another command agency IAW published OPLANS, OPORDS, execution orders, or mission directives. For sensitive or classified missions, the wing/group commander may designate another agency/individual as the MCA. The MCA may assume control of these missions prior to or after launch.

4.4.4.1. The MCA must keep the AFSOC Command Center, AFSOC Directorate of Operations, or a designated AFSOC POC informed of current location and status of any aircraft operating outside normal C2 channels until the aircraft is CHOPed to another command.

4.4.4.2. Location J-codes will be used for all classified missions.

4.4.5. Non-AFSOC Support Missions. Installation CPs will monitor all non-AFSOC mission aircraft supporting AFSOC interests (i.e., AMC aircraft).

4.4.6. Command Oversight. The AFSOC Command Center monitors all AFSOC forces via GDSS and direct reporting from AFSOC and host (IAW approved HTSA/RSS) installation CPs. Upon direction, the AFSOC Command Center will be prepared to assume direct control of all individual missions and of informing the appropriate installation CP. Additionally, the AFSOC Command Center will monitor all ARC SOF aircraft operating under an AFSOC mission number and operating to, from, or between an overseas locations.

4.5. Mission Rerouting/Diverts/Diversions. The organization exercising OPCON of a mission has the responsibility and authority to delay, divert, or reroute a mission, except in an emergency or where safety of flight might be compromised. Final responsibility for the safe conduct of the mission rests with the aircraft commander. IAW AFSOCR 55 -18, Volume 1 (for rotary wing aircraft) and the applicable volume of AFSOCR 55-130 (for fixed wing aircraft) the aircraft commander has the authority and responsibility to delay or divert a mission when conditions are not safe to start/continue. Enroute aircraft/mission commanders must inform the agency exercising OPCON of any delays/diverts as soon as possible.

4.6. Operating Instruction (OIs). CPs will maintain a current set of OIs. OIs must reference all applicable documents, regulations, and instructions to satisfy administrative requirements. Extensive, well written procedures found in higher headquarter instructions may be used in lieu of OIs as long as they fill all mission requirements. OI's must be written so controllers can act without continuous reference to a source directive or instruction. OIs do not preclude the requirement for maintaining pertinent directives/instructions. To ensure currency, the CP OIC, superintendent, and MMC NCOIC will review OIs annually and annotate the review by initialing each OI. Prepare OIs IAW AFI 37-160, Volume 1. At a minimum, develop OIs on the following areas:

4.6.1. Specific controller/coordinator duties and responsibilities.

4.6.2. Training and certification of personnel.

4.6.3. Maintenance of standardized forms used by the CP.

4.6.4. Operational Reporting (AFSOCI 10-202, Volume I and AFSOCR 55-3, Volume II (AFSOCI 10-202, Volume II (S) pending); AFP 102-2, Volume I; AFI 10-201; AFI 10-207; and USSOCOM M 525-1(S)); and supplements.

4.6.5. Equipment operation (emergency power, ADPE, alarm systems, etc.).

4.6.6. Communication system capabilities and restoration procedures.

4.7. CP Checklists. CP checklists outline specific actions controllers take in response to an emergency, abnormal, or recurring event, situation, or circumstance and are ideal for implementing EA directives, OPORDs, and OPLANs. Checklists should be brief, concise, and designed to lead controllers through preferred sequences of actions (figures 4.1. and 4.2. are examples of controller checklists).

4.7.1. To be useful, checklists must be current and immediately available to controllers. To ensure currency, the CP OIC and superintendent, and the MMC NCOIC will review all checklists annually to preclude duplication. Annotate this review by initialing each checklist file copy.

4.7.2. Include appropriate office symbols and telephone numbers in each checklist. Limit checklist telephone notifications to ten calls per controller (maximum of 20 per team). Notifications in excess of this number can severely degrade CP effectiveness in time sensitive events.

4.7.3. Conference calls will be used to the maximum extent possible. One conference call counts as one telephone notification. Waivers on the number of maximum calls will be considered based on mission and suitable alternatives.

4.7.4. For easy use, checklists should be indexed, tabbed, and maintained in three ring, loose leaf binders. Mark classified binders IAW AFI 31-401.

4.7.5. Amplifying "NOTES" used at the top of a checklist must be brief and contain no more than two or three sentences. These notes are used to provide controllers with pertinent information.

4.7.6. An area may be blocked off in the body of a specific checklist to include purpose, scope, summary, background, or reference information.

4.7.7. Controllers must accomplish checklists in sequential order. Before proceeding to a follow-on item, controllers should do one of the following:

- 4.7.7.1. Enter a check mark (Ö), an "X", time item was completed, or controller initials to indicate that an item has been accomplished.
- 4.7.7.2. Use "N" to indicate that the action is not applicable.
- 4.7.7.3. Use "P" to indicate actions previously accomplished on another checklist or by other means.
- 4.7.7.4. Use "S" to indicate action is simulated.
- 4.7.7.5. If an action is deferred or circumstances preclude an action from being completed circle the action step (number or blank) or use "O" to indicate the action is open/deferred.
- 4.7.8. Checklists can be accomplished by only one controller. However, some checklists require two controllers to ensure timely completion. Specify which checklists require one controller and which checklists require two. Annotate two controller checklists in a manner which will eliminate potential confusion for controller teams. This locally developed method will be standardized throughout EA and QRC binders. Checklists designed for a single controller need not be annotated in any specific manner.
- 4.7.9. CP checklists fall into three categories: EA checklists, quick reaction checklists (QRCs), and controller basic checklists (CBCs). Keep EA, QRC, and CBC checklists separate. CBCs may be stored in the same binder as QRCs, but will be maintained in a separate section. QRCs may be maintained in files at both controller positions as long as they are appropriately tabbed, indexed, and readily accessible. MMCs may develop their own checklists.
- 4.7.10. EA Checklists. AFSOC CONUS CPs will develop and maintain EA checklists, formats, and procedures for each prescribed EA message IAW AFSOCR 55-3, Volume II (S) (AFSOCI 10-202, Volume II (S) pending). OCONUS CPs follow respective theater guidance. A thorough knowledge of EA checklists and procedures is mandatory for controller certification. EA checklist binders will include checklists for each type of message in AFSOCR 55-3, Volume II (S) (AFSOCI 10-202, Volume II (S) pending).
- 4.7.11. QRCs. QRCs outline steps to be taken in response to emergency, unusual, or recurring circumstances. Develop QRCs to save lives, protect resources, and rapidly disseminate time -sensitive information. As a minimum, develop QRCs for the following situations:
- 4.7.11.1. Aircraft emergency.
 - 4.7.11.2. Weather warning/advisory.
 - 4.7.11.3. Helping Hand/Covered Wagon.
 - 4.7.11.4. Aircraft hijack/theft.
 - 4.7.11.5. Bomb threat.
 - 4.7.11.6. THREATCON change.
 - 4.7.11.7. Unit/personnel recall (pyramid alert).
 - 4.7.11.8. CAT activation/deactivation.
 - 4.7.11.9. CP facility evacuation/relocation.
 - 4.7.11.10. Disaster response.
 - 4.7.11.11. Power failures.
 - 4.7.11.12. Border violations.
 - 4.7.11.13. Aircraft contamination.

4.7.11.14. Compromise/suspected compromise of crypto material.

4.7.11.15. Fire.

4.7.11.16. Overdue aircraft.

4.7.11.17. Unusual incident.

4.7.11.18. Runway closure.

4.7.11.19. Sino-Soviet Block aircraft arrival.

4.7.11.20. DV arrival/departure.

4.7.11.21. Hostage situation.

4.7.11.22. Civil request for military assistance.

4.7.11.23. Request for technical expertise.

4.7.11.24. Communication outages.

4.7.11.25. Air refueling extensions/coordination.

4.7.11.26. OPEN SKIES and Chemical Warfare Inspections.

4.7.12. Controller Basic Checklists (CBCs). CBCs address routine/recurring circumstances/situations that do not require quick actions. These checklists cover subjects that are not time sensitive in nature, but require sequential actions (often complicated or extensive) to complete the overall action. Examples of CBCs are:

4.7.12.1. Controller shift changeover.

4.7.12.2. End of month COMSEC changeover.

4.7.12.3. Daily/weekly facility cleanup.

4.7.12.4. Message distribution requirements.

4.7.12.5. Equipment outage procedures.

4.8. Operation Plan (OPLAN) and Order (OPORD). AFSOC C2 facilities will maintain a copy or synopsis of every OPLAN/OPORD that directly tasks the AFSOC CP with specific actions.

4.9. Events Log. AFSOC OMCs and MMCs will maintain events logs. Events logs serve as an official, chronological record of events affecting unit or CP operations. Use AF Form 1924, Events Log (computer generated events logs are authorized).

4.9.1. Events log entries will include, but are not limited to:

4.9.1.1. Times CP controllers, trainees, maintenance coordinators start and end shift.

4.9.1.2. Summary of unusual events.

4.9.1.3. Results of communication tests or exercises.

4.9.1.4. Changes to unit posture/preparedness (classify as appropriate).

4.9.1.5. Emergency conditions or equipment failures.

4.9.1.6. Receipt of EA messages.

4.9.1.7. Receipt of time sensitive tasking/warning messages.

4.9.1.8. Completion of QRCs.

4.9.1.9. Initiation and completion of a separate exercise events log.

4.9.2. Make log entries as soon as possible after an event and include the time of occurrence and initials of the individual making the entry. Classify logs according to content and mark IAW AFI 31-401. Log entries must be accurate and complete enough to fully explain/reconstruct the situation. To preclude lengthy exercise entries in the events logs, use a separate log to record exercise events. To ensure standardized log entries, the following instructions apply:

4.9.2.1. Enter all events in chronological sequence using zulu time. Late entries will be identified by preceding the narrative information with the words "LATE ENTRY".

4.9.2.2. When entering references to messages, include the message originator, date -time-group, and the fact that it is classified (if applicable).

4.9.3. Open the events log at the beginning of each day and close the log at day's end. The events log day may encompass any 24 hour period but must remain consistent. Print out record copies of computer maintained logs at the end of each day. Weekend/holiday events logs may be kept open until the next duty day.

4.9.4. The CP OIC and superintendent and the MMC NCOIC will review events logs daily. Weekend and holidays logs may be reviewed the next duty day.

4.9.5. Maintain events logs IAW AFR 4-20, Volume II. Dispose of events logs after 3 months.

4.10. Publications Library. Each CP will maintain a functional publications library (see attachment 1, Section A).

4.11. Controller Information File (CIF). CPs will maintain a CIF containing information of a temporary nature pertinent to C2 operations and controller personnel (messages, letters, etc.). Maintain the CIF in a binder labeled "Controller Information File" or CIF. Prior to assuming duty, each controller will review each item added to the CIF since their last duty period and indicate in writing that the item or items have been reviewed. OICs will establish procedures to ensure periodic screening (at least weekly) of the CIF and promptly remove those items which have been reviewed by all controllers and are no longer current. Items will not remain in the CIF longer than 90 days. Convert old CIF items of continuing value into directives, checklists, or place in appropriate training or reference documents. MMCs will maintain a similar file/binder pertinent to maintenance personnel duties.

4.12. Cryptographic Material. Each CP will maintain applicable cryptographic material (including authenticators, encode/decode documents, and keying material) appropriate to their geographical area, unit mission, and equipment. Under no circumstances will a CP controller be responsible for COMSEC material other than the material required to perform their duties.

4.12.1. The AKAA 2001 is the standard authenticator used by AFSOC CPs.

4.12.2. The AKAC 373 encode/decode document enables CPs, aircraft crews, and deployed C2 agencies to transfer sensitive or classified information over nonsecure means.

4.12.3. Incoming messages. Encoded, incoming messages will either be physically copied by two certified controllers or by one controller physically copying the message and a second controller listening to the transmission while monitoring the other controller copying the message.

4.12.4. Outgoing messages. A single controller may accomplish both the encoding and decoding of outgoing messages transmitted by voice while a second controller monitors to ensure correct transmission.

4.12.5. The AKA 106 is used to authenticate Top Secret (TS) conversations on classified voice systems which do not self authenticate to the TS level.

4.13. Key Personnel/DV Monitoring. CPs will monitor the location of and provide a communications link to the AFSOC Commander, key staff members, and any individuals designated by the commander. The availability of subordinate commanders is monitored IAW AFSOCR 55-1 (AFSOCI 55-1 pending).

4.14. Radio Discipline. Radio discipline is essential in conducting AFSOC missions. Controllers will ensure that only information essential to mission execution and not available by other means will be transmitted to or requested from airborne aircraft. Make every effort to exchange required information with an aircrew prior to departure or after arrival, and by means other than radio. Use voice call signs from the Voice Call Sign List (VCSL) to the maximum extent when identifying military aircraft, organizations, activities, and geographical locations in establishing/maintaining radio communications.

4.15. Hazardous Weather/Runway Conditions. AFSOC CPs must ensure local hazardous weather and runway condition information is disseminated to appropriate agencies and that confirmation is received from those agencies when actions have been taken to prevent damage to AFSOC assets. AFSOC CPs will establish procedures to receive weather advisories, weather warnings, and runway surface condition data from weather units and base operations and disseminate the information to local agencies and departing/arriving aircraft. CPs will also be capable of advising airborne aircraft of hazardous enroute, destination, and/or alternate airfield weather.

4.16. Diplomatic Clearance Responsibilities. AFSOC units are responsible for requesting diplomatic clearances prior to deployment. The installation/host CP and the AFSOC Command Center will be information addressees on all diplomatic clearance requests and all approval/disapproval messages. AFSOC message address is: AFSOC CMD CTR HURLBURT FLD FL//. The installation/host CP and the AFSOC Command Center will assist deploying/redeploying aircraft to obtain updated diplomatic clearances. ANG units include ANGRC/DOOC as an info addressee. ANGRC/DOOC message address is: ANGRC GDSS ANDREWS AFB MD//GDSS//.

4.17. SORTS. Units will report SORTS IAW AFI 10-201 and AFSOC Sup 1.

4.18. Controllers Small Arms Certification. C2 facilities do not normally require armed controllers. However, this will not preclude weapons training for mobility reasons.

4.19. Air Force Operational Reporting System (AFOPREP). The AFOPREP is an element of the Joint Reporting Structure (JRS) designed to provide JCS, USAF, and intermediate levels of command with necessary information to base timely operational decisions and applies to all MAJCOMs, USAFR, ANG, SOAs, and DRUs. Units will submit AFOPREPs IAW AFMAN 10-206 and AFSOC Sup 1 to AFMAN 10-206. ANG units will comply with ANGI 10-206.

QRC # 4 AFSOC KEY PERSONNEL DEPARTURES DATE: 07 NOV 94 PAGE 1 OF 1

_____ 1. Verify correct checklist.

_____ 2. Initiation date/time/controller initials: _____/_____(Z)/_____.

_____ 3. For AFSOC CC/CV/CS Departure: Record departure time:

Key person _____ Estimated: _____ Actual _____

NOTE: If destination is an AFSOC unit, notify that command _____ section.

_____ Z _____ Unit _____ Initials

_____ 4. Flag Change: (i.e., the CV is now acting commander) notify:

TIME INITIALS

_____ Z _____ GAINING OFFICER (Duty hours only)

_____ Z _____ AFOSC Red Switch 2300/227 -6103

_____ Z _____ USCINCSOC CMD CTR Red Switch 6300/Hotline/299 -
5300

_____ Z _____ HURLBURT CP Red Switch 3601/
Hotline 4-7774

_____ 5. Record all information/actions in Significant Events Log.

_____ 6. Completion date/time/controller initials: _____/_____(Z)/_____.

Figure 4.1. Sample Controller Checklist.

QRC # 10 DURESS ALARM TEST

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NOTE 1: First Wednesday of each month will be test day. Test make -ups are done during the last week of the month.

NOTE 2: Ensure you are listed on the Duress Alarm Activation Letter in Book 4 prior to calling Central Security Control (CSC).

NOTE 3: In steps 6 and 8 the system will automatically reset in approximately thirty seconds to 1 minute.

- _____ 1. Verify correct checklist.
- _____ 2. Initiation date/time/controller initials: _____/_____(Z)/_____.
- _____ 3. Call CSC via hotline or ext 4-6423/7114 and announce you are going to test the duress alarm. Standby to authenticate using the authentication matrix provided by Security Police.
- _____ 4. Activate the alarm and wait for CSC to receive the alarm activation and reset system.
- _____ 5. Activate any additional alarms and wait for CSC to receive the alarm activations and reset system.
- _____ 6. Record test results and CSC initials on AF Form 2530 (Book 4).
- _____ 7. Contact CE service desk immediately if alarm malfunctions. Be sure to get a job control number from CE personnel.
- _____ 8. Record test results in significant events log.
- _____ 9. Completion date/time/controller initials: _____/_____(Z)/_____.

Figure 4.2. Sample Controller Checklist.

CHAPTER 5

COMMUNICATIONS REQUIREMENTS

5.1. General. This chapter describes the minimum communications equipment and capabilities necessary for AFSOC CPs to meet responsibilities. The CP OIC is responsible for initiating appropriate documents to obtain the necessary equipment and capabilities. Any deviations from the requirements identified in paragraph 5.3 must be approved by HQ AFSOC/DOOC. All formal agreements with the local telecommunications center must be approved by HQ AFSOC/DOOC. In general, HQ AFSOC/DOOC will address communications requirements for new command and control equipment as it is fielded.

5.2. Communications Policy. All unsecure voice and data communications are accessible by unfriendly agents. SOFs are inherently dependent on covert operations. Day to day operations must be conducted in a secure environment to the maximum extent practical to ensure equipment, operational procedures, and patterns are in -place to protect classified operations when required. Security is also required to prevent inadvertent OPSEC signals caused by shifting communications from non-secure to secure circuits during contingencies. To the maximum extent practical, conduct all communications outside the CP via secure circuits/devices. This policy is not intended to obstruct or restrict the need to expeditiously pass unclassified C2 information. The OIC of the CP should work closely with the base communications squadron to evaluate C2 communication weaknesses and common points of failure to develop a redundant system that will provide the CP with survivable communications to the maximum extent practical.

5.3. Communications Requirements. The communications requirements and equipment listed in this chapter are designed to enhance C2 of AFSOC forces. Close liaison with local communication representatives is essential for obtaining assistance on technical matters, evaluating communications needs and support, and assuring effective and adequate service.

5.3.1. Record Communication Policy and Requirements. Each AFSOC CP requires record communication support that is quick, reliable, and secure. This requirement can be met by collocation with a telecommunications center or by installing a secure send/receive device that interfaces directly with AUTODIN or connects with a telecommunications center served by AUTODIN. (NOTE: The addition of this device is not intended to turn the CP into a base comm center.) The local CP is not responsible for receiving and disseminating administrative or operational planning messages (other than execution planning messages). Other teletype or data link circuits, such as circuits to International Civil Aviation Organization (ICAO), Air Route Traffic Control Centers (ARTCC), Federal Aviation Administration (FAA), and Air Force Global Weather Central (AFGWC), may be required to support the mission. In addition to common user record comm circuits, each AFSOC CP must have both a nonsecure facsimile (fax) and a secure fax (secured via a STU-III) for point to point record communications.

5.3.2. Voice Communications Policy and Requirements. Reliable secure and nonsecure voice communications are required to ensure positive control of AFSOC forces. Secure voice is the most desirable form of voice communication in the CP and should be used to the maximum extent practical. The voice communications capabilities listed below are required.

5.3.2.1. Secure and nonsecure conferencing capability. CPs supporting SOF forces must have the capability to conference voice communications between key staff personnel, airborne assets, CAT members, maintenance control, and lateral/higher headquarters. The capability must extend to all voice systems. CPs must also be able to transfer voice circuits to a fax machine secured with a STU-III telephone.

5.3.2.2. Inter- and intra-base telephone service:

5.3.2.2.1. AF Red Switch Network (RSN) secure voice capability to both key base offices and higher headquarters should be provided as soon as practical.

5.3.2.2.2. STU-III. All nonsecure telephone circuits into a CP (not terminating on an integrated C2 conferencing and switching system) that could be used for C2 purposes should terminate on a STU -III telephone. Multiple circuit console telephones must have the capability to quickly transfer nonsecure calls to a STU -III.

5.3.2.2.3. Digital Switching Network (DSN). CPs will be equipped with immediate precedence capability DSN service and a calling area commensurate with their C2 responsibility. For overseas units, intratheater DSN with CONUS capability may suffice.

5.3.2.2.4. Dedicated circuits will be installed from CONUS CPs to the AFSOC Command Center.

5.3.2.2.5. Intra-base Telephone System. As a minimum, a dedicated circuit capability (hot lines/direct dial lines) must be installed at installation CPs. The system should connect with the unit commander, operations support squadron commander, host installation CP (if applicable), base weather, maintenance operations center, air terminal operations center, law enforcement desk or Central Security Control, all flying squadrons in the wing, base operations, and other locally designated support agencies.

5.3.2.2.6. Type 3 - On Base, Off Base, and Routine DSN Telephone Service. AFSOC CPs require interbase, local commercial and common user DSN access service. In addition, access to long distance commercial service is required. Access to long distance commercial service should be routed outside the base telephone switch for redundancy. A minimum of two Type 3 dial lines per controller is required to facilitate contact with civilian agencies, key personnel, on call staff personnel, aircrews, etc.

5.3.2.2.7. All telephone handsets within the confines of the CP and CAT areas are required to have a "push -to-talk" feature.

5.3.2.3. Air/Ground Radios:

5.3.2.3.1. To promote positive supervision necessary for safe and efficient mission accomplishment, CPs must have UHF, VHF, and HF radios (secure and nonsecure) that permit direct contact with AFSOC aircraft. The number and type of radios should be determined by mission requirements and should include no more than one for each required primary and secondary C2 frequency.

5.3.2.3.2. A Land Mobile Radio (LMR) system consisting of a fixed transceiver and portable radios greatly enhances the C2 of AFSOC forces. CP personnel must have the capability to page key radios (CC, MA, etc.) and patch mobile radio calls to telephone circuits.

5.3.2.3.3. Secure UHF SATCOM is required to control deploying contingency missions. HF will be the alternate long haul communications link when UHF SATCOM is not available.

5.3.2.4. Tape Recorder. AFSOC CPs must have the capability to record radio and telephone transmissions. The primary purpose is to capture significant events such as bomb threats and aircraft emergencies. Routine transmissions and conversations need not be recorded. This requirement can normally be satisfied by use of a single channel cassette recorder or deck. Local purchase is authorized for this item. Additionally, a portable cassette recorder must be available to play back recorded conversations. This recorder may also be used to record training meetings and for accomplishing make -up training.

5.3.2.5. CPs must maintain the capability to immediately contact the commander and those staff members the commander deems necessary. This may be accomplished by utilizing LMRs, cellular telephones, or pagers.

5.3.3. Automated Data Processing Equipment (ADPE).

5.3.3.1. Worldwide Military Command and Control System (WWMCCS).

5.3.3.2. Global Command and Control System (GCCS).

5.3.3.3. Personal/mini computers with associated software/printing devices.

5.3.4. Commercial telex may be required. This may be particularly advantageous for overseas units.

5.4 Air Reserve Component (ARC) Communication Requirements. Minimum peacetime communication requirements are detailed in Chapter 7.

CHAPTER 6

CONTROLLER TRAINING, CERTIFICATION, AND EVALUATION

6.1. General. This chapter describes and defines policy, guidance, and procedures for training, certifying, and evaluating AFSOC controllers. Prior to performing unsupervised duties, controllers will be trained and certified IAW AFI 10-207 and this instruction.

6.1.1. To perform as an AFSOC console controller, an individual must be knowledgeable and proficient in:

6.1.1.1. Emergency actions. Including receiving, interpreting and disseminating emergency actions messages and summaries.

6.1.1.2. Flight following/mission monitoring. Including the Air Mobility Command's C2 systems, AIMS, GDSS, C2IPS (when available), and MAIRS (until discontinued), and specific AFSOC mission reporting procedures.

6.1.1.3. Daily operations. Including local procedures, communications and equipment, all operational reports (excluding SORTS), the security reporting and alerting system, security/COMSEC, operational procedures (events log, QRCs, status boards, etc.), and WWMCCS/GCCS, if applicable.

6.1.2. To perform as an AFSOC Operational Reports Manager, an individual must be certified in SORTS procedures which include data collection, data base update, data retrieval, WWMCCS/GCCS procedures (if available), and alternative data transmission systems. Operational Reports managers must attend the formal AETC provided SORTS Data Handlers course unless comparable training has been received and HQ AFSOC/DOOCR waives this requirement. In addition, the individual must have a thorough knowledge of all Operational Reports.

6.2. Responsibilities. Executive responsibility for the effectiveness of the training program and accomplishment of training rests with the OIC and superintendent of the CP.

6.2.1. The OIC/superintendent will:

6.2.1.1. Appoint, in writing, an officer or NCO training manager to develop, maintain, and administer a controller training program.

6.2.1.2. Ensure training is started as soon as practical after a controller is assigned.

6.2.1.3. Ensure all assigned controllers receive certification or refresher training, maintains proficiency, and receives remedial training as necessary.

6.2.1.4. Ensure trainers are knowledgeable and proficient in CP operations.

6.2.1.5. Initiate actions for controllers who fail to maintain standards after remedial training, including retraining or separation, as applicable.

6.2.1.6. If desired, designate a separate training manager to develop and administer the facility's SORTS training program. This individual answers directly to the CP OIC regarding the quality of SORTS training. However, the SORTS training manager will work closely with the regular training manager to ensure items of mutual interest (e.g., facility security issues) are adequately covered in both training programs.

6.2.1.7. Ensure CP and maintenance personnel complete all Air Force Specialty (AFS) Skill-Level Upgrade training requirements IAW AFI 36-2202, Enlisted Specialty Training, and respective AFS CFETP.

6.2.2. The training manager will:

6.2.2.1. Be certified, as a minimum, in console operations. Certification as a SORTS controller is mandatory if there is no SORTS Training Manager.

6.2.2.2. Develop, maintain, and administer the controller training program.

6.2.2.3. Develop a training outline as prescribed in paragraph 6.8.

6.2.2.4. Supervise the training of all controllers undergoing certification, refresher, recurring, or remedial training. Since controller training is typically a team effort, a new controller may receive instruction from a variety of controllers. The training manager must therefore devote a substantial amount of attention to monitoring and coordinating the work of multiple instructors.

6.2.3. The SORTS training manager will:

6.2.3.1. Be certified as an Operational Reports controller.

6.2.3.2. Develop, maintain, and administer a controller training program as prescribed in this chapter.

6.2.3.3. Develop a training outline as prescribed in paragraph 6.8. The SORTS training outline may be incorporated into the broader command post training program.

6.2.3.4. Supervise the training of all SORTS controllers undergoing certification, refresher, recurring, or remedial training. For dual certified controllers, the training and supervision should be a coordinated effort between the training manager and the SORTS training manager.

6.3. Certification Training.

6.3.1. Certification training is training administered to all newly assigned controller personnel. Schedule the trainee for instructional and self-study sessions and, at the appropriate time, written examinations. To enhance training, the training manager may schedule briefings from outside agencies such as plans, security police, and intelligence. An important element of console training is hands-on experience. As such, prospective console controllers will be scheduled to perform console duties under the supervision of an experienced certified console controller. CAUTION: Do not disclose classified information until a trainee has the appropriate security clearance.

6.3.2. Document certification of each controller on a locally developed Controller Certification Record.

6.3.3. To ensure trainees possess the knowledge and skills necessary to perform CP duties they must undergo precertification evaluations consisting, as a minimum, of the following:

6.3.3.1. A multiple choice written exam on EA/SORTS and an open-book, multiple choice exam on pertinent duties and responsibilities.

6.3.3.2. A scenario training emination.

6.3.3.3. An interview with the CP Chief, superintendent, and training manager.

6.3.4. The certification official may establish additional certification requirements.

6.4. Refresher Training. Refresher training, a condensed version of certification training, is designed to speed the recertification of a controller who has been absent from duty for 60 days or more.

6.4.1. The extent of refresher training is primarily determined by the length of absence. However, other factors can serve to tailor the length of a refresher program. As a minimum, refresher training will include a briefing from the C2 OIC/superintendent or training manager on all formal training and CIF information covered while the controller was gone.

6.4.2. A console controller absent from duty for 60 days or more must be decertified and recertified before performing unsupervised shift duty. For an extended absence less than 60 days, the controller's supervisor should, as a minimum, brief any procedural changes or significant events that occurred during the absence.

6.4.3. Record refresher training in the applicable sections of the certification training outline. Document decertification and subsequent recertification on the affected controller's Certification Record. Keep the Certification Record on file for the duration of the controller's tour in the CP.

6.5. Recurring Training. There are three basic types of recurring training: formal, self-study, and evaluation training.

6.5.1. Formal Training. The formal training meeting is a group-oriented session that addresses subjects such as Emergency Actions, QRC implementation procedures, and current interest items as determined by the CP OIC and the training manager. Controllers should be tasked to give presentations on C2 directives selected topics. Additionally, members of outside agencies may be solicited to provide briefings on relevant subjects. All controllers will attend except those excused by the OIC/superintendent. Controllers must receive as a minimum a total of 3 hours of formal training per quarter. Record all training meetings minutes and maintain in training binder. To keep the minutes unclassified, classified details discussed during the training meeting may be referenced to other locations where classified information is maintained. Refer to the example in Figure 6.1.

6.5.1.1. Controllers who do not attend a formal training meeting must make up this training within 5 days of their return to duty (next UTA for ARC members). The OIC/superintendent or training manager will brief all classified material (when not recorded) to absent controllers. The OIC/superintendent will make every effort to ensure no controller misses three consecutive training meetings.

6.5.1.2. Incorporate training meeting material which requires the immediate attention of absent controllers prior to performing duties into the CIF.

6.5.2. Self-Study. Each month, all certified controllers will study selected material as published in a letter signed by the OIC or training NCOIC. These study assignments are intended to provide controllers with a systematic review of pertinent C2 directives and information. Provide the letter to controllers prior to the beginning of each month and make provisions for controllers to signify completion of self-study requirements. Maintain the self-study letter IAW paragraph 6.11.3 of this regulation. See Figure 6.2. for a sample self-study letter. Controllers who will take leave for a substantial portion of a month should complete the self-study requirements prior to departure. Controllers absent more than 15 days will review the CIF and complete self-study/formal training conducted during their absence before assuming duty.

6.5.3. Evaluation Training. Evaluation training is the third and last category of recurring training and comes in two varieties, written examinations and practical exercises.

6.5.3.1. All controllers will receive a monthly examination on EA procedures. This written test will contain at least 20 questions and may be open or closed book as determined by the training manager. A minimum of six exams each calendar year will be closed book. The minimum passing score required to maintain standards on all written examinations is 90 percent. Retest all certified controllers receiving less than 90 percent on any written exam. Controllers failing to maintain written examination standards on two consecutive tests will be evaluated by the OIC and considered for decertification action. Critique all written examinations to 100 percent. Record scores and results on locally generated Record of Controller Recurring Testing (figure 6.3.).

6.5.3.2. In addition to the written examinations mentioned above, certified console controllers will receive at least one practical exercise per quarter. The requirement for ARC members is one practical exercise per semi-annual period.

6.5.3.2.1. The training manager (or designated representative) will administer practical task exercises to all console controllers. These no-notice evaluations should consist of realistic scenarios which stress the unit mission and local quick reaction procedures.

6.5.3.2.2. A higher headquarters evaluation or exercise can satisfy the quarterly practical exercises requirement if, in the opinion of the training manager, superintendent, or OIC, sufficient training has been experienced. The decision will be made on a case-by-case basis.

6.5.3.2.3. Administer EA exercises to each EA-certified controller or controller team in order to assess and reinforce the skills required to process EA traffic. Like their practical task counterparts, EA exercises will be conducted on a no-notice basis.

6.6. Remedial Training. Remedial training is used to train and recertify a controller who has failed to maintain standards on written/practical evaluations, or has been otherwise decertified at the direction of the certifying official. This training does not apply to controllers who are absent from duty for more than 60 days and require refresher training. The training manager and the OIC will determine the scope and depth of the remedial training.

6.7. Training Areas. The following subject areas are considered essential and will be addressed by the training outline described in paragraph 6.8.: mission monitoring, emergency actions, operational reports, SORTS, WWMCCS/GCCS, security, and COMSEC. Other topics may be added as necessary to support local mission requirements.

6.7.1. Emergency Actions (EA) Training. CONUS based AFSOC EA controllers (ARC included) will be trained in AFSOC EA procedures. Additionally, HQ AFSOC EA controllers will learn USSOCOM Emergency Actions Procedures. Controllers at overseas locations will be trained and certified in the theater -prescribed EA system.

6.7.2. WWMCCS/GCCS. For units possessing WWMCCS/GCCS or having access to WWMCCS/GCCS, train a primary and alternate command and control person in WWMCCS/GCCS procedures.

6.8. Training Outline. Each AFSOC CP will develop and maintain a master training outline tailored to support the unit mission and ensure HQ AFSOC/DOOC receives current copies of training outlines. CPs use training outlines to record the progress of certification training. Training outlines should be organized as follows:

6.8.1. Divide the outline into logical blocks of instruction and identify which sections pertain to console training and which ones apply to SORTS controllers. Some instructional blocks (e.g., "physical security" or "administrative procedures") may be appropriate for both console and SORTS controllers.

6.8.2. Provide spaces for documenting start dates, completion dates, and trainee/trainer initials next to the learning objectives within each block of instruction.

6.8.3. Provide source document study references for each learning objective.

6.9. Controller Certification. All AFSOC CP controllers must be certified prior to performing unsupervised duty. In addition, certification must be maintained through successful completion of all recurring training requirements.

6.9.1. Allow 90 days to train and certify a new controller (60 days for SORTS qualification). In most cases, 45 days should be sufficient for training/certifying AFSOC controllers. (See chapter 7 for ARC members.)

6.9.1.1. If the necessary Top Secret security clearance has not been received when the controller has effectively completed all training (except TS subjects), accomplish certification, but only assign duties commensurate with the individual's security clearance.

6.9.1.2. If a controller without a TS clearance is performing primary controller duties, ensure provisions are made for handling TS material/crypto. In addition, ensure all controllers are informed of the individual's actual security clearance.

6.9.2. Accomplish certification for the following:

6.9.2.1. Completion of certification training.

6.9.2.2. Completion of refresher training.

6.9.2.3. Completion of remedial training requirements.

6.9.3. Certification Authority. The Wing Commander or designated representative is the certifying official for OMC and RMC controllers. The CP Chief is the certifying official for all other areas. Controllers at host installation CPs must be recommended for certification by the tenant AFSOC commander prior to certification in AFSOC C2 procedures IAW HTSA/RS. The Chief of Command and Control is the certification official for HQ AFSOC OMC and RMC controllers.

6.9.4. If a controller fails to certify by the end of the projected training period (e.g., 90 days for a new controller), the OIC will document the following information in the individual's training folder:

6.9.4.1. Reason for delay.

6.9.4.2. Recommendation(s) regarding continuance of training or retention/non -retention of the individual in C2 duties, and justification for recommendation(s).

6.9.4.3. Estimated certification date (only if the individual is recommended for retention).

6.9.5. Certification/recertification documentation. To document controller certification, supply the following information:

6.9.5.1. The date of certification.

6.9.5.2. The individuals name, rank, social security number.

6.9.5.3. The statement: "Having completed all required training, has been interviewed by me and found to be fully qualified to perform duties as an AFSOC C2 console controller." (See figure 6.4.)

6.9.5.4. The certifying official will sign for each area in which the controller is being certified. Type in the specific certification area in which the controller is being certified, and the name, rank, and position of the certifying official.

6.10. Controller Decertification. OICs will monitor controller proficiency in certified tasks, take immediate action to correct deficiencies, and identify controllers found unsuitable for C2 duty. If permanent decertification is warranted, coordinate with HQ AFSOC/DOOC before initiating reassignment/retraining/discharge actions through the local personnel office.

6.10.1. Controllers can be decertified for several reasons, including extended periods of absence, failure to maintain established certification standards, security clearance withdrawal, or failure to meet minimum score on two consecutive written exams or practical exercises. Decertification is the responsibility of the certification authority. A recommendation for decertification can come from any of the following:

6.10.1.1. OIC or superintendent of CP.

6.10.1.2. HQ AFSOC/DOOC staff assistance team member.

6.10.1.3. AFSOC/IG inspectors.

6.10.2. All controller decertifications will be documented. When controller decertification is deemed necessary, draw a red line through the applicable certification record and enter a statement explaining why decertification was accomplished.

EXAMPLE: "Decertified on 1 Jun 94, due to extended absence from command and control duty caused by hospitalization."

6.10.3. Controllers failing to maintain certification standards for mission monitoring, EA, daily operations, or SORTS will be retrained in the area(s) of weakness, retested to a satisfactory level, and recertified as appropriate.

6.11. Controller Certification/Training Records. Maintain a record of controller certification and recurring training in a Controller Training and Certification Binder. Divide this binder into four primary sections:

6.11.1. Section I - Training Certification Records. Maintain current records of certification for each certified controller assigned (see figure 6.4.).

6.11.2. Section II - Monthly Formal Training Records. This section will contain a copy of the formal training meeting minutes for each month.

6.11.2.1. Document actual training accomplished and the total time spent on each subject (see figure 6.1.).

6.11.2.2. For each controller absent from the formal training meeting, record the controller's name and reason for absence (e.g., leave, TDY, hospital) and completion dates of make-up training on the formal training meeting minutes.

6.11.3. Section III - Self-study Training. This section will contain the past 12 monthly self-study letters signed by the OIC (see figure 6.2.).

6.11.4. Section IV - Record of Controller Recurring Evaluations. This section will contain a record for each month. List each assigned certified controller on the form, documenting the results of recurring tests and evaluations (written and practical).

6.11.5. Retain records in Section I for the duration of each controller's assignment. Dispose of records in Sections II through IV IAW AFR 4-20, Volume II (AFMAN 37-139 pending).

6.12. Annual Training Plan. The training manager will develop an annual training plan to ensure a balanced coverage of training objectives over the course of a typical year. This plan should be detailed enough to provide guidance on monthly examination requirements, training meeting agendas, and self-study assignments. As the year progresses, update the training plan to reflect changes in C2 policy and procedures. This plan will be filed in the Controller Training and Certification Book. Prior to the start of each calendar year, send a copy of the annual training plan to HQ AFSOC/DOOC.

6.13. Additional Training Material. Each CP will establish procedures to ensure all enlisted controllers are provided the necessary materials to prepare themselves for promotion testing.

6.14. MMC Coordinator Training. MMC coordinators must be fully trained and qualified in the duties they perform. AFS upgrade training must be accomplished IAW AFI 36-2202 and respective AFS CFETP. Though not required, units may establish a formal certification program for MMC controllers.

6.14.1. CP Chiefs have executive responsibility for CP training programs. CP Chiefs will ensure MMC coordinators are trained and qualified to meet mission requirements and initiate remedial training/retraining for coordinators who fail to maintain standards.

6.14.2. MMC Training Manager. If an MMC training program is established, the CP Chief must appoint a separate training manager to maintain and administer MMC coordinator training. The MMC training manager will:

6.14.2.1. Develop a qualification training plan and administer the unit training program IAW with this instruction and local directives.

6.14.2.2. Ensure MMC personnel maintain all required maintenance proficiencies.

6.14.2.3. Document training results IAW applicable regulations.

AFSOC CMD CTR TRN MTG 17 Jan 95

Briefer: Maj Smith,

- Who is authorized access to room 152.
- New OPSCOM equipment is installed.

Demonstrated OPSCOM use.

.35

Briefer: SSgt Jones, 16 COMM Center

The new procedures on transmitting and receiving
messages through the Comm Center.

- All immediate and above precedence messages will
be printed out.
- All classified messages will be printed out.
- All other messages will be transferred to disk.
- Messages must be pick up daily.
- These procedures will be in effect until Jan 96.

.20

Briefer: TSgt James

- Emergency Actions briefing and a 20 question EA test
was given.

.20

total 1hr 15min

CONTROLLERS ABSENT: Make Up date Initials

SGT Brown/TDY

SSGT Moore/Leave

Maj Johnson/Reservist

Figure 6.1. Sample Record of Controller Formal Training.

DATE

MEMORANDUM FOR ALL CONTROLLERS

FROM: UNIT/CP

SUBJECT: Controller Monthly Self-Study Letter

1. This is an official letter used to establish the self-study requirements and to document self-study completion. It will be published by the Chief of the C2 facility.
2. This letter will be directive in nature and list specific self-study material for example:
 - a. EA Controllers:
 - (1) AFSOCI 10-202, Volume 1, Chapter 4.
 - (2) SOCOM Manual 525-2, Chapters 7 and 8 (S).
 - (3) AFI 31-101, Volume 1, Chapters 2 and 3.
 - b. Reports Controllers: AFI 10-201, Chapters 1 and 2.
3. This letter may also be used to notify controllers of the dates and agenda for the controllers monthly formal training meeting and to task controllers to prepare briefings for the training meeting. Furthermore, the letter can be used to inform controllers of any required tasking for the month.
4. Controllers will signify completion of self-study by annotating their initials. This is usually done on the self-study letter itself, but any method may be used.

____ Lt Col Smith	____ MSgt Andrews
____ Maj Jones	____ SSgt Bass
____ Capt Wilson	____ SSgt Brown

SIGNATURE OF OIC, C2 FACILITY

Figure 6.2. Sample Monthly Self-Study Letter.

RECORD OF CONTROLLER RECURRING TRAINING

MONTH: Nov 1994

CONTROLLER	PRACTICAL EVALUATION		WRITTEN EXAM		REMARKS
	PRACT EVAL IDENT/SCORE		TEST NUM/SCORE		
LT COL SMITH	3-94/SAT	4-94/SAT	1-94/100	2-94/100	
MAJ JONES	3-94/SAT	4-94/SAT	1-94/100	2-94/100	
CAPT WILSON	3-94/SAT	4-94/SAT	1-94/100	2-94/98	
1LT MOORE	3-94/SAT	4-94/SAT	1-94/94	2-94/98	
CAPT STONE	3-94/UNSAT	4-94/SAT	1-94/100	2-94/100	RE-EVAL
	6-94/SAT				12 NOV
MSGT ANDREWS	3-94/SAT	4-94/SAT	1-94/100	2-94/100	
			5-94/100		
SMSGT BASS		4-94/SAT	1-94/96	2-94/98	
SSGT BROWN	3-94/SAT	4-94/SAT	1-94/98	2-94/100	
SSGT HUNT	3-94/SAT	4-94/SAT	1-94/100	2-94/98	
SGT THOMAS	3-94/SAT	4-94/SAT	1-94/100	2-94/100	
AMN RIVERS					TDY
			1-94 = EA CLOSED BOOK		
			2-94 = COMSEC OPEN BOOK		
			3-94 = EA EXERCISE		
			4-94 = PRACTICAL EXERCISE		
			5-94 = SORTS OPEN BOOK EXAM		
			6-94 = EA EXERCISE RE-EVAL		
			7-94 = EA CLOSED BOOK TEST		

Figure 6.3. Sample Record of Controller Recurring Training.

17 Nov 1994

Doe, Jack M., SSgt, SSN# 0001-01-1000 having completed all required training, has been interviewed by me and found to be fully qualified to perform duties as an AFSOC C2 console controller.

KEVIN P. JONES, Col, USAF
Wing Commander

30 Jul 1994

Doe, Jack M., SSgt, SSN# 0001-01-1000 having completed all required training, has been interviewed by me and found to be fully qualified to perform duties as an AFSOC SORTS monitor.

KEVIN P. JONES, Col, USAF
Wing Commander

19 Oct 94

SSgt Jack Doe was decertified as console controller due to extended absence from console duties.

KEVIN P. JONES, Col, USAF
Wing Commander

Figure 6.4. Sample Controller Certification/Decertification Entries.

CHAPTER 7

AFSOC-GAINED AIR RESERVE COMPONENT (ARC) C2 POLICIES AND RESPONSIBILITIES

7.1. General. This chapter describes the C2 responsibilities of AFSOC gained ARC units. The following guidelines and procedures are applicable to all ARC SOF units. Exceptions to AFSOC procedures are noted so ARC units may conduct realistic training programs and maintain a level of proficiency commensurate with their pre- and post-mobilization capabilities.

7.1.1. Air National Guard (ANG) and Air Force Reserve (AFRES) AFSOC -gained C2 facilities, as a part of the total Special Operations Air Forces C2 capability, are the primary source of augmentation forces in any emergency requiring rapid and substantial expansion of USAF SOF capability. It is essential these forces be staffed, trained, and equipped with the resources required to meet wartime tasking.

7.1.2. The mission of the ARC is to provide trained and qualified personnel for temporary active duty in the Air Force. Specifically, the ARC exists to:

7.1.2.1. Support wartime requirements.

7.1.2.2. Perform such peacetime missions that are compatible with ANG and AFRES training requirements and the maintenance of mobilization readiness.

7.1.2.3. Conduct training in support of total force capabilities.

7.2. Command Jurisdiction. Command jurisdiction of all non-mobilized units of the ANG is vested in the governor of the applicable state or commonwealth. Similar command jurisdiction for AFRES units is vested in the Chief, Air Force Reserve, who in turn, is responsible to the Chief of Staff, U.S. Air Force. When units or individuals are ordered to extended active duty, jurisdiction will be vested as follows:

7.2.1. Under a Presidential issued call-up, administrative jurisdiction will remain unchanged. OPCON will be transferred to the gaining command.

7.2.2. Under mobilization authority, command jurisdiction will transfer to the commander of the gaining command.

7.3. OPCON. HQ AFSOC gains OPCON of ARC SOF forces called up or mobilized for contingency or wartime support. AFSOC passes OPCON of ARC SOF forces to the crisis or contingency supported Unified Commander, to the Task Force Commander at a location determined by the deployment order, or to the commander mutually agreed upon.

7.4. Support of ARC Aircraft.

7.4.1. ARC SOF aircraft operating on a SOF mission will be provided the same operations, intelligence, ground, and logistics support as active duty.

7.4.2. AFSOC CPs will submit movement messages on transient ARC aircraft at enroute stations while operating on a SOF mission.

7.4.3. When ARC aircraft supporting AFSOC or operating an AFSOC mission number transit a station that does not have a SOF CP, the aircrew will pass the movement information to the AFSOC Command Center.

7.5. Functions of AFSOC-Gained ARC C2 Facilities. ARC CPs should function much like their active duty counterparts with regard to execution of the flying schedule, emergency actions implementation/dissemination, and operational reporting. When there is a conflict between ANG/AFRES and AFSOC directives, follow the ANG and AFRES procedures prior to mobilization. The following procedures will be complied with:

7.5.1. ARC CPs will maintain a separate OI (with checklists as required) detailing call -up/mobilization actions for their unit.

7.5.2. Use events logs (AF Form 1924 or computer generated log) for each period the ARC C2 facility is opened for duty (training periods, UTA, daily if an ART is on duty, etc.). Open and close a new log NLT the end of each day that the C2 facility is opened. The OIC/NCOIC will review the events logs at least monthly.

7.5.3. AFSOC gained ARC CPs will maintain all QRCs required by this regulation. If, in the C2 facility OIC's opinion, the required QRCs are not applicable to their unit, the OIC should request a waiver for exemption through ARC C2 channels to HQ AFSOC/DOOC.

7.5.4. Unit commanders will determine the hours of operation for an ARC C2 facility according to mission and manpower.

7.5.5. Each ARC CPs will maintain publications required to perform C2 duties and will have immediate access to a functional publications library.

7.5.6. ARC CPs are not required to submit an AFSOC C2 Manning Report.

7.5.7. Controller Information File (CIF) items may be maintained for up to one year but will be removed after that period. OICs of C2 facilities will establish procedures for periodic CIF screening (at least monthly) to ensure items maintained in the CIF are current or have been removed when required.

7.5.8. Standardized Forms:

7.5.8.1. ANG CPs may use a locally developed Flight Following Folder, to monitor/flight -follow ANG and active duty SOF aircraft departing or arriving their station.

7.5.8.2. AFRES CPs may use AFRES Form 33 to monitor/flight follow AFRES and active duty SOF aircraft departing or arriving their station.

7.6. ARC Communications Requirements.

7.6.1. The following minimum communications requirements are suggested for peacetime operations but are required after mobilization:

7.6.1.1. Access to secure telecommunications. A dedicated communications center is not required if secure teletype can be provided by local base communications services.

7.6.1.2. Three base telephone lines.

7.6.1.3. Access to DSN circuits (requirement can be satisfied through common user DSN service) that can be upgraded to immediate priority upon mobilization.

7.6.1.4. UHF air/ground radio to permit direct contact with aircraft (secure capability preferred).

7.6.1.5. Land Mobile Radio (LMR) System. The C2 LMR system does not need a dedicated C2 frequency. Depending on station workload and saturation of assigned frequencies, the C2 LMR system can be part of a larger, base-wide net.

7.6.1.6. Local intercom (hot lines) to weather, crew scheduling, maintenance control, the commander, assigned flying squadrons, base operations, and other supporting agencies as necessary (requirements may be satisfied through direct telephone lines or normal base telephone service).

7.6.2. Process requests for communications service through normal ANG/AFRES command channels.

7.7. ARC C2 Facilities. The standardization of facilities defined in this regulation will serve as a guide only for ARC CPs. Display boards may be combined consistent with the unit's mission.

7.8. ARC Controller Training. Train ARC CP controllers IAW AFI 10-207 and chapter 6 of this instruction. ARC training will be modified by the procedures below.

7.8.1. Controller Certification Training:

7.8.1.1. Controller certification will be accomplished within 1 year of assignment to an ARC CP. For assigned personnel who have not completed basic military training, the year will start after basic training is completed.

7.8.1.2. Complete refresher training within 6 months of a controller being assigned a training start date.

7.8.2. Recurring Training. Hold formal training sessions once each UTA and, as a minimum, provide 3 hours of formalized training each quarter (see paragraph 6.5.1.).

7.8.3. Remedial Training. Controllers placed into remedial training due to decertification, have 3 months to recertify. If certification is not completed within this time, the OIC will complete a written evaluation of the controller.

7.8.4. Decertification. The OIC/superintendent of the ARC CP will initiate decertification actions for the following reasons:

7.8.4.1. Failure to maintain standards outlined in this and other pertinent publications.

7.8.4.2. Failure to maintain standards established by the certifying authority.

7.8.4.3. Discontinuance of specific duties requiring certification, or extended absence in excess of 60 calendar days or longer at the discretion of the certifying official and upon recommendation of the OIC/superintendent.

7.9. Military Personnel Appropriation (MPA) Man-Days. MPA mandays are authorized to support short-term needs of the active force by providing members of the ARC for brief tours of active duty. These tours are for the convenience of the government and are used only when there is a temporary need for personnel, unique skills, or resources that cannot be economically met from active force resources. MPA mandays are authorized for AFRES and ANG units for exercises, operational training, unit conversions, and mission support requirements that tasked active force units cannot meet from within their resources. The MPA manday program is not designed to alleviate personnel shortages due to leaves, TDYs, or PCS assignments. AFI 36-2619 is the prescribing regulation.

7.9.1. Responsibilities:

7.9.1.1. HQ AFSOC/DP is the command OPR for MPA mandays and is the final approving authority for MPA requests. HQ AFSOC/DOOC is the POC that validates and prioritizes manday requests in support of fixed and deployed C2 agencies. In this capacity, HQ AFSOC/DOOC accounts for all mandays allotted for C2 agencies and receives, processes, and coordinates each MPA man-day request (see Figure 7.1.) from AFSOC CPs through various AFSOC headquarters agencies until the final approval/disapproval is transmitted. Procedures prescribed herein are applicable only to C2 agencies. Offices from other functional areas should contact their command functional manager for assistance.

7.9.1.2. ARC Unit CPs:

7.9.1.2.1. Appoint a primary and alternate point of contact (POC) to manage the CP training program. Provide the POC names to HQ AFSOC/DOOC.

7.9.1.2.2. Maintain a copy of AFI 36-2619, Military Personnel Appropriate Man -Day Management and Accounting System, in the publications library.

7.9.1.2.3. Active Duty Units. Once it has been determined that augmentation is required, submit requests to HQ AFSOC/DOOC.

7.9.2. MPA Guidance for Using Man-Days. Use the following guidance when determining manday tours (detailed guidance in AFI 36-2619).

7.9.2.1. Travel and per diem are paid by the active duty unit being supported. MPA man-day funds cover only the duty pay of the supporting AFRES/ANG members. HQ AFSOC does not fund travel or per diem for the active duty unit being supported. EXCEPTION: Augmentation in support of JCS exercises is normally paid by JCS. Funding information is normally contained in the appropriate frag order.

7.9.2.2. Travel days must be included in MPA tour totals.

7.9.2.3. AFRES/ANG members on MPA manday tours accrue 2.5 days of leave per month as do their active duty counterparts. Requesting units should limit total tour length for each individual to less than 30 days.

FROM: (APPROPRIATE AFSOC UNIT)

TO: HQ AFSOC HURLBURT FLD FL//DOOC//

INFO: HQ AFSOC HURLBURT FLD FL//DOO/DP//

(UNIT BEING SUPPORTED)

(UNIT PROVIDING SUPPORT)

(Headquarters of Unit Providing Support)

CLASSIFICATION OF MESSAGE (AS APPROPRIATE)

MSGID/RI/ORIGINATOR/DDHHMMZ/MONTH/0/00*//

REQDATE/DATDES:YYMMDDHHMMZ/LTIOV:YYMMDDHHMMZ/ -//

RMKS/1. NAME, RANK, SSAN OF INDIVIDUAL(S) REQUESTED

2. INDIVIDUAL(S) CAFSC/PAFSC

3. UNIT OF ASSIGNMENT

4. UNIT BEING SUPPORTED

5. NUMBER OF DAYS REQUESTED

6. INCLUSIVE DATES (INCLUDING TRAVEL DAYS)

7. ACTIVE DUTY UNIT'S FUND CITE CODE FOR PER DIEM AND TRAVEL COSTS

8. UNIT POC (FROM UNIT MAKING REQUEST), PHONE _____//

Figure 7.1. Sample Augmentation Request.

CHAPTER 8

SECURITY

8.1. General. Physical security of the CP is of paramount concern. If security is compromised, the mission may also be compromised. Every effort will be made to secure the CP and associated facilities to ensure uninterrupted operational capability. This chapter provides policy, responsibilities, and guidance concerning various security requirements applicable to most AFSOC CPs. It is not the intent of this chapter to provide all-inclusive guidance covering every possible aspect of security within CPs. Reference is made to several publications which controllers must become familiar with to effectively perform required tasks. If conflicting guidance exists between this chapter and any Air Force or JCS publication, program, or document, the latter will take precedence (more stringent guidance does not equate to conflicting guidance). If a conflict does exist, HQ AFSOC/DOOCO will be notified. References:

8.1.1. JCS Pub 6-03.7, Security Policy for the WWMCCS Intercomputer Network.

8.1.2. DOD 5200.1-R/AFR 205-1, Information Security Program.

8.1.3. AFSSM 4003, (C) Emergency Destruction of COMSEC Equipment Elements.

8.1.4. AFSSI 4005, (FOUO) COMSEC User's Requirements.

8.1.5. AFSSI 4100, (C) COMSEC Program

8.1.6. AFI 31-209, The Air Force Resources Protection Program.

8.1.7. AFI 31-101, The Physical Security Program.

8.2. Security Clearances. All personnel permanently assigned to the CP will have a Top Secret (TS)/interim TS clearance. Due to the length of time required to process TS clearances, an interim TS clearance will be initially required on each newly assigned individual who does not possess a final TS clearance. Possession of an AF Form 1199, USAF Restricted Area Badge, in no way implies a TS security clearance. Controllers must ensure there is no access to classified information based solely on possession of a restricted area badge (RAB). If a base or unit authorizes unescorted CP access to individuals who do not possess a TS clearance, a means of determining individual security clearances must be immediately available. An Alpha roster indicating full names, SSANs, type of security clearance will fill this requirement. The CP OIC will critically evaluate each request for unescorted access to the CP to minimize the number of RAB's issued.

8.3 Entry Control Concerns. Written procedures will be established to control access to the CP and supporting facilities during both normal and high density operations. Only personnel possessing a RAB with the appropriate area open, as well as a valid need to enter, will be granted unescorted entry to the CP. All other personnel must be escorted while in the facility.

8.3.1. Personnel designated as "Escort Officials" will have the letter "E" next to the area on their RAB.

8.3.2. During normal operations, entry to the CP will be controlled by the on-duty controllers using the single badge technique. During contingency or high density operations, entry to the CP (and associated support facilities) may be controlled by a security force member. When this is the case, the following procedures will be followed:

8.3.2.1. The on-duty controllers will brief the security force member on restricted area entry procedures and responsibilities and provide a copy of the master C2 facility Entry Authority List (EAL), if required, to the security force member. If a guard is posted at any other supporting facility, an EAL for that area must also be provided.

8.3.2.2. The security force member will confirm the need to enter and allow unescorted entry only to those personnel possessing a properly coded RAB.

8.3.2.3. Individuals not possessing a RAB and need entry to the CP require an escort. The security force member will notify controllers for escort into the area.

8.3.3. Each Installation Security Council (ISC) will determine whether or not AF Forms 1109, Visitor Register, will be used to record visitor entry/exit at CPs.

8.3.4. Each ISC will determine the need to maintain EALs for use as additional identification to support single badge entry techniques.

8.3.5. A security police representative must authenticate all EALs. The CP OIC/superintendent will then validate the EAL to be used for the CP and associated areas. Pen and ink deletions to EALs are authorized without requiring the completion of a new EAL. Additions to EALs must be either authenticated and validated separately or an entirely new EAL must be completed.

8.3.6. HQ AFSOC/IG EALs will be verified for authenticity by contacting the AFSOC Command Center prior to validation by the CP OIC or superintendent.

8.4. Facility Concerns.

8.4.1. CPs will be assigned a security priority equal to the highest priority resource supported. CPs will establish procedures to provide adequate security in the event the CP priority increases due to contingency/operations.

8.4.2. All CPs and supporting facilities will be designated as restricted or controlled areas (as appropriate) in the base security plan. Restricted or controlled area signs will be posted on all exterior CP facility doors IAW AFI 31-101 and AFI 31-209.

8.4.3. Cipher locks are authorized for use in CPs during normal operations. Only personnel who are authorized unescorted access and required to perform official duties on a daily basis in the CP will be granted the combination to the lock. The combination will be changed at least every six months or whenever someone possessing the combination leaves the unit. Change combination immediately if compromised.

8.4.4. A Remote Release Electronic Lock. This system provides increased security and strict entry control. Electronic locking systems are ideal for CP security requirements. The risk of compromise associated with combinations is eliminated. Entry is controlled exclusively by the on-duty controllers. Once entry authorization is determined, the on-duty controllers activate a switch in the console area to release the door lock.

8.4.5. Controllers must have a means of visually identifying personnel prior to granting access to the CP. The following options can accommodate this requirement:

8.4.5.1. Closed-circuit television (CCTV) monitors installed at the CP entrance. The coverage provided should include the entire area immediately outside the CP entrance door.

8.4.5.2. One-way glass installed in the CP entry door. A screen or other covering should be attached to preclude personnel gaining access by breaking the glass.

8.4.6. Procedures must be established to ensure personnel visually check the area outside the CP entry door prior to exiting the area. If an entrapment area is present, departing personnel will ensure the area is clear prior to opening the entry door.

8.4.7. A duress alarm system will be installed in each CP, terminating at Central Security Center (CSC). The system must allow for immediate notification and response. Procedures will be established to allow for a response by security forces without arousing an intruder's suspicion. This system will be tested at least monthly to ensure operability and the results logged on the AF Form 1924.

8.5. WIN/GCCS Areas. CPs with WIN/GCCS areas comply with Joint Publication 6-03.7, Security Policy for the WWMCCS Intercomputer Network.

8.6. Additional Security Concerns. The amount of classified information generated in and passing through CPs necessitate additional security requirements. The following areas require close scrutiny:

8.6.1. Two Person Integrity (TPI). All CPs maintaining material subject to TPI rules (TS keying material) will establish written procedures outlining duties and responsibilities associated with the transportation, issue, storage, use, inventory, and destruction of TPI material. Procedures will ensure that no one individual can possibly gain undetected access to TPI material. The following policies apply to TPI material maintained in AFSOC CPs:

8.6.1.1. CPs maintaining material subject to TPI rules will store the material in an approved two -lock safe with no one individual having access to both combinations. Divide all personnel authorized access to TPI material into two teams. This list will specify which individuals are authorized access to which combination. These teams will be designated as "A" and "B" teams.

8.6.1.2. TPI material will be inventoried each time the TPI container is opened. Team members will jointly conduct the inventory. A separate SF 702, Security Container Check Sheet, will be maintained for each lock. Combinations will be changed when compromised or when an individual having knowledge of the combination departs or no longer has a need-to-know. As a minimum change combination every six months.

8.6.2. Communication Security (COMSEC). All COMSEC material stored in open safes will be inventoried once each shift. This will be accomplished by the oncoming controller team prior to assuming responsibility for the shift. Inventories will be accomplished on AF COMSEC Form 16 and retained for six months. COMSEC material maintained in locked containers need only be inventoried when container is opened. However, the locked container itself must be inventoried each shift. All COMSEC material authorized for local destruction must be destroyed and witnessed by two appropriately cleared individuals, designated in writing, and possessing a security clearance equal to the highest classification of the material being destroyed. All COMSEC destruction must be properly documented and CPs must develop a plan for protecting, removing, or destroying COMSEC material during emergency situations.

8.6.3. Destruction of Classified Material. The following guidance is applicable to destruction of classified material (other than COMSEC) in C2 facilities:

8.6.3.1. TS material must be destroyed and witnessed by two appropriately cleared individuals possessing a TS security clearance. AF Form 143, Record of Destruction, will be completed and maintained for five years.

8.6.3.2. Records of destruction of Secret and Confidential information are not required except for NATO Secret and some limited categories of specially controlled secret information. When records of destruction are used for secret information, only one cleared person has to sign such records. (DOD Directive 5100.55 provides guidance on destruction of NATO classified.)

8.6.4. Area Security Checks. A check of the CP must be completed prior to assuming shift. This check will be incorporated into the shift changeover checklist to ensure all COMSEC material is properly stored and safeguarded and will be recorded on the events log.

8.6.5. Communications Vulnerabilities Associated with CPs. Improper communication practices within CPs create very serious vulnerabilities associated with mission accomplishment. The following guidance applies to CPs:

8.6.5.1. Intrabase/Land/Mobile Radios (IBR/LMR) should be treated with caution within the CP. Radios have the ability to pick up and rebroadcast ADP emanations when used. Transmissions should be kept to an absolute minimum. Once the radios are in the area, all personnel must be informed. Care must be taken during classified discussions to avoid broadcasting classified information picked up as background noise.

8.6.5.2. Government-owned, receive-only pagers may be brought into the CP without restriction. However, non-government owned devices must be turned off prior to entering the CP. Pagers are not allowed in any WIN areas.

8.6.5.3. The Secure Telephone Unit (STU -III) can present security risks since the unit could be keyed at the TS level. CPs must ensure appropriate measures are taken to preclude unauthorized release of TS information based solely on use of the unit. Controllers must verify the security clearance of any individual requesting use of the unit prior to granting authorization. If the requester does not possess a TS clearance appropriate to the STU -III key, the called party must be so informed.

8.6.6. Administrative Security. Strict administrative security must be practiced at all times. All CP personnel must be continuously aware of administrative security requirements and take action to correct any deficiencies. Unit assessments are ideal tools for ensuring administrative security requirements are being met. AFI 31-401 contains provisional guidance relating to administrative security. The following general rules apply to most types of classified documents/material maintained in or generated from C2 facilities:

8.6.6.1. If it's classified, mark it! (Top, bottom, front, back, paragraphs, titles, declassification instructions, etc.)

8.6.6.2. If a sentence is classified, the entire paragraph is classified. If a paragraph is classified, the entire page is classified. If a page is classified, the entire document is classified.

8.6.6.3. If classified documents are maintained with unclassified documents, all documents must be appropriately marked (including the unclassified documents).

8.6.6.4. Classified documents will not be stored openly in CPs unless the CP is designated in writing as "cleared for open storage," or the documents are in constant view of on-duty controllers.

CHAPTER 9

AFSOC C2 QUALITY ASSESSMENTS (QA) AND STAFF ASSISTANCE VISITS (SAV)

9.1. General. AFSOC C2 QAs are conducted upon direction of the Chief, HQ AFSOC Command and Control Division (HQ AFSOC/DOOC). AFSOC C2 SAVs are accomplished when requested by a subordinate unit. QAs/SAVs are normally conducted on a yearly basis and should not exceed 18 months between visits. Submit C2 SAV requests by message or letter to HQ AFSOC/DOOCO. Include any specific areas of interest (EA, SORTS, mission execution, etc.) and date/time frame desired. AFSOC C2 QA/SAV teams will provide assistance and make recommendations regarding AFSOC CP operations, training, reporting procedures, facilities, and equipment.

9.2. Team Composition. AFSOC C2 QA/SAV members are HQ AFSOC EA, SORTS, training, and management personnel. The Chief, Plans, Policy, and Systems (AFSOC/DOOCO) will normally be the QA/SAV Team Chief. If not, then the senior ranking team member will act as team chief.

9.3. QA/SAV Inbrief/Outbrief. The QA/SAV Team will inbrief with hosting CP management personnel as soon as practical after arrival. During the inbrief the QA/SAV team will complete introductions, identify team expertise, review any known problem areas, and discuss any hosting CP issues. Upon completion of the QA/SAV, the team chief will conduct an outbrief with CP management personnel. During the outbrief, findings and observations will be identified, solutions discussed, and a draft summary of QA/SAV will be provided the CP Chief. Observations/findings may be discussed at any time during the QA/SAV.

9.4. QA/SAV Reports. Upon returning to HQ AFSOC, the QA/SAV Team Chief will review results of the visit with the Chief, AFSOC Command and Control Division (AFSOC/DOOC) and prepare a trip report. The final QA/SAV trip report, with AFSOC/DOOC approval, will be forwarded to HQ AFSOC/DO with information copies mailed/telefaxed to visited unit and any intermediate headquarters.

HOWARD B. CHAMBERS, Colonel, USAF
Director, Operations

Distribution: F;X
(USSOCOM/DOC-1; HQ USAFE/DOC-1; HQ PACAF/DOC-1; 18 ABW/DOC; 4 AF/DOQC-1)

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS**SECTION A -- References**

NOTE: The following is a list of publications relevant to AFSOC C2 functions and is provided to assist C2 supervisors and COMREPs in determining which publications to maintain. This is a suggested list and is intended as a guide only.

Air Force Instruction (AFI) 10-201, *Unit Reporting of Resources and Training Status (Category Levels) Status of Resources and Training Systems (SORTS)*, (RCS: HAF-Xoo(AR 7112(DD)))

Air Force Manual (AFMAN) 10-206, *Operational Reporting Instructions*

AFI 10-207, *Command Posts*

AFI 10-1101, *Operations Security (OPSEC) Instructions*

AFI 11-201, *Flight Information Publications*

Air Force Directory (AFDIR) 33-131, *Message Address Directory*

AFI 37-160, Volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*

AFI 37-160, Volume 7, *The Air Force Publications and Forms Management Programs--Publication Libraries and Sets*

AFI 36-2201, *Developing, Managing, and Conducting Training*

Air Force Regulation (AFR) 55-3, *Reporting Meaconing, Intrusion, Jamming and Interference of Electromagnetic Systems: Reports Control Symbol: JCS-1066 (MIN)*, AFI 10-707 pending

AFI 11-401, *Flight Management*

AFI 11-206, *General Flight Rules*

AFR 64-3, *Combat Search and Rescue Procedures* (AFDD 34 pending)

AFI 90-201, *Inspector General Activities*

Air Force Pamphlet (AFP) 102-2, Volume 1, *Joint Users Handbook for Message Text Formats (JUH-MTF)*

AFI 31-209, *The Air Force Resource Protection Program*

AFR 127-2, *The US Air Force Mishap Prevention Program*, AFI 91-202 pending

AFI 91-204, *Investigating and Reporting US Air Force Mishaps*

AFI 31-401, *Managing the Information Security Program*

AFI 71-101, *Criminal Investigations, Counterintelligence, and Protective Service Matters*

AFI 31-101, (C) *The Physical Security Program*

AFR 207-21, *Command and Control Communications and Warning System (FOUO)* , AFI 31-101 pending

AFI 33-113, Telecommunications Centers and Data Processing Centers Management

United States Special Operations Command Manual (USSOCOM M) 525 -1, *USSOCOM Reporting Structure*

USSOCOM M 525-2, *USSOCOM Emergency Actions Procedures*

USSOCOM M 525-3, *Command and Control Procedures*

USSOCOM M 525-4, *Crisis Action Team and Battle Staff*

Air Force Special Operations Command Instruction (AFSOCI) 10-202, Volume 1, *AFSOC Command and Control Responsibilities and Procedures*

Air Force Special Operations Command Regulation (AFSOCR) 55-3, Volume II (S) *AFSOC Emergency Actions Procedures (U)*, *AFSOCI 10-202, Volume II (S) pending*

AFSOCR 55-1, Absence and Availability of AFSOC Key and Essential Personnel

AFSOCI 21-106, Objective Wing Maintenance

Headquarters Air Force Special Operations Command Operating Instruction (HOI) 55-1, *AFSOC Crisis Action Team*

Joint Publication (JP) 1-03.3, *Joint Reporting Structure (JRS) Status of Resources and Training System (SORTS)*

JP 1-03.6, *Joint Reporting Structure (JRS) Event/Incident Reports*

JP 1-03.8, *JRS Situation Monitoring*

JP 6-03.7, *Security Policy for the WWMCCS Intercomputer Network*

JP 6-04 Series, *US Message Text Formatting Program*

Air Force Systems Security Manual (AFSSM) 4003, (C) *Emergency Destruction of COMSEC Equipment Elements (U)*

AFI 33-211 Communications Security (FOUO) (COMSEC) *User's Requirements*

AFSSI 4100, (C) *COMSEC Program (U)*

AFKAO-1, *USAF Voice Call-Sign Instructions*

AFKAI-1 (C), *USAF Voice Call-Sign List (U)*

AFKAG-33, (FOUO) *Manual Cryptosystems*

AKAA-106, (TS) *Secure Voice Top Secret Authentication System (U)*

AKAA-2001, (C) *Strategic Operations Pele Authentication System (U)*

USAF Foreign Clearance Guide

Flight Information Publication (FLIP) Planning Worldwide

FLIP (En route) IFR Supplement and En route Charts (encompassing routes over which aircraft are dispatched)

FLIP (Terminal) Instrument Approach Procedures

Location Identifier Handbook--FAA Publication 7350

Location Identifier ICAO Document 7910

Applicable authentication system(s) and operations code(s) for the geographical area.

SECTION B -- Abbreviations and Acronyms

Abbreviations/Acronyms	Definition
ADPE	Automated Data Processing Equipment
AFGWC	Air Force Global Weather Central
AFOPREP	Air Force Operational Reporting System
AFRES	Air Force Reserve
AFSC	Air Force Specialty Code
AFSOC	Air Force Special Operations Command
AFSOCC	Air Force Special Operations Control Center
AIMS	Automated Information Management System
ACE	Airlift Control Element
AMC	Air Mobility Command
AOD	As-of-Date
ANG	Air National Guard
ARC	Air Reserve Component
ART	Air Reserve Technician
ARTCC	Air Route Traffic Control Center
ATC	Air Traffic Control
AUTODIN	Automatic Digital Network
BAS	Basic Allowance for Substance
BS	Battle Staff
BSC	Base Security Council
CAT	Crisis Action Team
CBC	Controller Basic Checklist
CCP	Consolidated Command Post
CCTV	Closed-circuit Television
CHOP	Change of Operational Control
CIF	Controller Information File
CINC	Commander-in-Chief
COMREP	Command Representative
COMSEC	Communication Security
CONUS	Continental United States
CP	Command Post
CSC	Central Security Control
C2IPS	Command and Control Information Processing System
DAS	Date Arrived Station
DEPREP	Deployed Status Reports
DEROS	Date of Estimated Return from Overseas
DOC	Designed Operational Capability
DRU	Direct Reporting Unit
DSN	Defense Switching Network
DV/VIP	Distinguished Visitor/Very Important Person
EA	Emergency Actions
EAL	Entry Authority List
EAM	Emergency Actions Messages
ETIC	Estimated Time in Commission

FAA	Federal Aviation Authority
FTS	File Transfer Service
GCA	Group Controlling Authority
GCCS	Global Command and Control System
GDSS	Global Decision Support System
GOC	Group Operations Center
HF	High Frequency
HTSA	Host-Tenant Support Agreement
IBR	Intrabase Radio
ICAO	International Civil Aviation Organization
IG	Inspector General
IPS	Information Processing System
JRS	Joint Reporting System
LMR	Land Mobile Radio
MAIRS	Military Airlift Integrated Reporting System
MAJCOM	Major Command
MOC	Maintenance Operations Center
MPA	Military Personnel Appropriation
NATO	North Atlantic Treaty Organization
NCOIC	Noncommissioned Officer in Charge
OCONUS	Outside CONUS
OI	Operating Instruction
OIC	Officer-in-Charge
OPCON	Operational Control
OPLAN	Operational Plan
OPORD	Operational Order
OPSEC	Operations Security
PAFSC	Primary AFSC
POC	Point of Contact
QRC	Quick Reference Checklist
RAB	Restricted Area Badge
RNLTD	Report No Later Than Date
RS	Responsibility Statement
SAAM	Special Assignment Airlift Mission
SATCOM	Satellite Communication
SITREP	Situation Report
SOA	Separate Operating Agency
SOC	Squadron Operations Center
SOF	Special Operations Forces
SORTS	Status of Resources and Training System
THREATCON	Threat Condition
TLCF	Teleconference
TPI	Two Person Integrity
TS	Top Secret
UHF	Ultra High Frequency
UMD	Unit Manpower Document
UPS	Uninterruptable Power Supply
USMTF	United States Message Text Format
UTA	Unit Training Assembly
VCR	Video Cassette Recorder
VCSL	Voice Call Sign List
VHF	Very High Frequency
WAPS	Weighted Airman Promotion System
WATASO	WWMCCS ADP Terminal Area Security Officer
WCA	Wing Controlling Authority

WOC	Wing Operations Center
WWMCCS	Worldwide Military Command and Control System
WIN	WWMCCS Intercomputer Network

SECTION C -- Terms

Actual Arrival Time--The time the aircraft initially blocks-in.

ADPE--Automated Data Processing Equipment (GDSS, PCs, word processors)

Airlift Control Element (ACE)--An ACE is a composite organization of qualified AF personnel tailored to support airlift missions transiting remote locations.

Air Reserve Component (ARC)--The combined forces of the Air National Guard and the Air Force Reserve.

Alternate Airfield--An airfield specified in a flight plan to which a flight may proceed when a landing at the point of first intended destination becomes inadvisable.

AUTODIN--The automatic digital network (AUTODIN) is a worldwide Defense Communications System (DCS) which provides a high speed data communications capability for the DOD on a common -user basis. It is capable of providing paper tape, narrative page copy, punch card, magnetic tape, and computer interface.

Battle Staff (BS)--See CAT. Battle Staff is synonymous with CAT.

Border Clearance--Those clearances and inspections required to comply with Federal, state, and local Agricultural, Customs, Immigration, and immunization requirements.

Change of Operational Control (CHOP)--The date and time (GMT) or location at which the responsibility for operational control of a force or unit passes from one operational control authority to another. The CHOP point is usually a geographical position where responsibility for operational control of a mission is transferred.

Command Representative (COMREP)--An individual assigned to an AFSOC unit which is supported by a C2 facility operated by another MAJCOM. The COMREP is responsible for ensuring AFSOC C2 requirements are satisfied by the host CP.

Consolidated Command Post (CCP)--A command post servicing two or more commands that have pooled their resources for greater efficiency.

Crisis Action Team (CAT)--Command and staff personnel assembled to respond to crisis and contingency or wartime situations. They provide continuous response during periods of increased readiness and extended operations.

Departure Time--The takeoff time for an aircraft as recorded by a control tower (or flight service station) and relayed to base operations or applicable command and control agency.

Divert/diversion--Operational term for the in-flight change of an aircraft's intended destination to any other airfield. Diversion is differentiated from a reroute in that a diversion occurs during flight.

DSN--The defense switching network (DSN) is the basic general purpose switch voice network of the Defense Communications System (DCS).

DSNET2--Is a worldwide communications network that provides secure (TOP SECRET) interconnection of WIN hosts.

DV/VIP--Distinguished visitor/very important person. Military passengers, including those of friendly nations, of star, flag rank, or equivalent status to include diplomats, cabinet members, and members of Congress. Others may be designated as VIPs due to their mission or position by the agency of the Department of Defense authorizing the individual's travel.

Emergency Actions--The term used by command and control agencies identifying actions, procedures, and communications used during periods of tension or increased readiness, whether or not an increased LERTCON/DEFCON has been declared.

Global Decision Support System (GDSS)--GDSS is an AMC computerized C2 system. Information entered into the system by any party is available to other parties as a by-product. The system consists of minicomputer systems at each site with distributed databases, so that a change to one will update the other sites.

Group Operations Center (GOC)--A facility conducting command and control operations at the group level; may be garrisoned or deployed.

Host Command Post (CP)--Non-AFSOC installation Command Post.

Information Processing System (IPS)--A computer network system used to plan, organize, support, conduct, and report the flying mission.

Installation Command Post (CP)--A permanent 24-hour, communications- and functions- rich facility through which command and control of all assigned forces is managed.

MINIMIZE--A procedure for reducing traffic on common-user record and voice circuits during emergencies.

Quick Turn--Procedures designed to expedite the movement of selected airlift missions by reducing ground times at enroute or turnaround stations.

Red Switch--Voice communications equipment that is always configured for secure communications. They cannot be linked to unclassified (Black Switch) lines.

Secure Facsimile--A secure device used to transmit over a radio, telephone, or dedicated circuit, messages, forms, drawings, maps, etc. Secure facsimile are usually secured via a STU-III telephone.

Special Assignment Airlift Mission (SAAM)--An AMC term for those airlift requirements which require special consideration due to the number of passengers involved, weight or size of cargo, urgency of movement, sensitivity, or other valid factors which preclude the use of channel airlift.

Squadron Operations Center (SOC)--A facility conducting command and control operations at the squadron level. This facility may be garrisoned or deployed.

TEMPEST--Short name referring to investigation, study, and control of compromising emanations from telecommunications and automated information systems equipment.

United States Message Text Format (USMTF)--A set of message formats that apply to all services, commands, and agencies that are designed to ensure message communications in both secure and non-secure modes.

Voice Call Sign List (VCSL)--A collection of call signs grouped together for easy reference. These lists may be static or tactical.

Wing Operations Center (WOC)--A facility conducting command and control operations at the wing level; may be garrisoned or deployed.

Worldwide Military Command and Control System (WWMCCS)--The command and control system of the JCS, CINCs, services, and designated DOD agencies that support the NCA.

WWMCCS Intercomputer Network (WIN)--A centrally managed information processing and exchange system designed to serve the defense agencies. The WIN employs a suite of host and remote computers with standard operating systems and applications software interconnected through the facilities of the DSNET2.